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THESIS

A NAVAL RESERVE DATABASE APPLICATION AND FUTURE NETWORK SOLUTIONS

by

Bruce M. Patrou

June, 1998

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This project focuses on an application which will support those current critical administrative systems which are not electronically automated or do not reside in a distributed computing environment. Emphasis is on utilizing current hardware and software while minimizing costs, training and organizational change associated with new information systems. Database scaleability using Access 97 and IT 21 compliance are important features of this system.

A small local area network (LAN) option in a Peer to Peer configuration is discussed as a means increase system efficiency by providing distributed access to this application. A future client/server network architecture capable of far greater scalability, network sharing and security will be recommended for further increases in system effectiveness.

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A NAVAL RESERVE DATABASE APPLICATION AND FUTURE NETWORK SOLUTIONS

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ABSTRACT

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TABLE OF CONTENTS

I. INTRODUCTION 1

A. PURPOSE 1

B. DATABASE DEFINITIONS 1

1. Database 1

2. Data Model 2

3. Database System Components 2

C. CHAPTER OUTLINE 3

II. THE DATABASE PROTOTYPE DEVELOPMENT PROCESS 7

A. THE WATERFALL MODEL 8

1. Project Identification and Selection 8

2. Project Initiation and Planning 8

3. Analysis Phase 8

4. Design Phase 9

5. Implementation Phase 9

6. Maintenance Phase 10

B. THE PROTOTYPE MODEL 10

III. THE NAVAL RESERVE SQUADRON 13

A. ORGANIZATIONAL STRUCTURE 13

B. ADMINISTRATIVE PROCESSES SELECTED 14

1. Evaluation and Counseling Process 15

2. Member Recall Process 16

3. Officer Fitness Report and Counseling Process 17

4. Member Detachment Tracking Process 17

5. Member Billet and Workcenter Process 18

6. NJP Tracking Process 18

7. Security Tracking Process 19

8. PRT Process 19

9. Enlisted Advancement Requirements Tracking Process 19

C. CURRENT SOFTWARE AND HARDWARE STATUS 20

IV. THE SQUADRON DATABASE APPLICATION DEVELOPMENT 21

A. APPLICATION REQUIREMENTS SPECIFICATIONS 21

B. DATABASE DESCRIPTION 22

C. TABLES 23

1. Award Writer Table 24

2. Billet Table 24

3. Billet Assigned Table 25

4. CM/NJP Table 25

5. Detachment Table 26

6. Detachment Location Table 27

7. Enlisted Table 27

8. Member Table 28

9. Officer Table 30

D. QUERIES 30

E. FORMS 33

1. Award Writer Form 34

2. Detachment Location Master File Form 35
3. Enlisted Form 35
4. Officer Form 36
5. Billet Assignment Form 37
6. Detachment Data Form 37
7. NJP/Court Martial Form 37
8. Billets and Required Schools Form 38
F. MENUS 38
G. REPORTS 41
1. Member Reports 42
2. Enlisted Reports 43
3. Officer Reports 45
H. MACROS 46
V. FUTURE NETWORK SOLUTIONS 47
A. NETWORK DEFINITIONS 47
B. NETWORK HARDWARE 52
C. PEER TO PEER NETWORK SETUP 52
D. CLIENT/SERVER NETWORKS 54
VI. SUMMARY 57
APPENDIX A. DATA FLOWS DIAGRAMS AND DATA MODEL 59
APPENDIX B. APPLICATION TABLES 67

APPENDIX C. APPLICATION QUERIES 107

APPENDIX D. APPLICATION FORMS 155

APPENDIX E. APPLICATION REPORTS 175

APPENDIX F. APPLICATION MACROS 221

APPENDIX G. APPLICATION MENUS 223

APPENDIX H. APPLICATION OPERATION 233

REFERENCES 235

INITIAL DISTRIBUTION LIST 237

I. INTRODUCTION

A. PURPOSE

The purpose of this thesis is two fold: to learn more about Systems Analysis and Design by developing a database application for a Naval Reserve Squadron; and to provide an application to units, which are typically over tasked, under manned, under trained in Information Technology and under equipped with computer hardware and software. This research and application development hope to provide an easy to use, low cost, effective way to assist reserve units in information gathering and reporting. In addition to developing a database application which is expandable and IT 21 compliant, a low cost solution to network a small number of nodes will be provided. A local area network using ethernet technology will provide multiple user access to the database application to maximize efficiency.

B. DATABASE DEFINITIONS

1. Database

"A database is a self-describing collection of integrated records." [1, p. 14] Self describing means the database contains a description of its own structure, which is also called metadata. The term integrated refers to the data, which forms a relationship or index between elements. A database also includes user files, application files, indexes and metadata.

2. Data Model

"Data modeling is the process of creating a representation of the users' view of the data." [1, p. 15] The foundation to any database is the accuracy of the data model. Data modeling is a very important step to understanding the business rules that surround the data within a database and the relationships the data forms. The most popular form of data modeling uses the entity relationship model. In the entity relationship model, groups of data are formed together to make tables which contain data about one subject. Each table is called an entity. All entities posses a relationship among themselves. This relationship is broken down into four categories, generally called cardinality. The four forms of cardinality include: One-to-One, One-to-Many, Many-to-One and Many-to Many. One-to-One simply means that for every occurrence or instance of the data in one table only one occurrence will occur in another. One-to-Many and Many-to-One are really the same in meaning. A One-to-Many relationship means for every single occurrence or instance of the data in one table, many instances of the data may occur in the other table. The last case, Many-to-Many, means there exists many instances in one table for many instances in another. An Entity Relationship (ER) diagram for the Naval Reserve Squadron will be shown in Appendix A.

3. Database System Components

The Database Management System (DBMS) includes the following components: Design tools, Run Time Processor, and a DBMS engine, which in concert interact with application programs and the users' data, metadata, indexes and application metadata. [1,

p. 27] Design tools allow the creation of forms, reports, queries, tables and macros used to build a specific application suited for a set of users. The run time subcomponent executes the tasks called for in the forms, queries and reports. The DBMS engine performs the data reading and writing called for by the design tools and run time subcomponents. Forms are built as input screens to organize data fields in to groups, which are familiar to the user. Tables are then filled with the inputs from these forms. Direct table manipulation is rarely done. Queries are used to search the data for specific items and return desired results. Most queries are written by the developer and hidden to the user. Queries are linked to forms, tables and reports. Reports are made to display or print summary data from the database tables. Typical reports can answer many business needs. Macros are also used by developers to execute application actions needed to manipulate table, form and report properties. Most DBMS's today have become very sophisticated and range in size from use in a small business with hundreds of records to a very large corporation with millions of records.

C. CHAPTER OUTLINE

Chapter II discusses the database development process using a systematic approach. The traditional systems development life cycle (SDLC) is explained. The primary phases that make up the SDLC are: 1) project identification and selection, 2) project initiation and planning, 3) analysis, 4) design, 5) implementation and 6) maintenance. Then the prototyping model is discussed with a comparison between the two processes given. The prototype model consists of the following steps: 1) identify

basic requirements, 2) develop a working prototype, 3) put the prototype to use, 4) enhance the prototype until the user is satisfied and 4) develop an operational version from the prototype design.

Chapter III discusses the Naval Reserve Squadron that was used for this database application research and development. A thorough investigation was conducted into the most critical needs of the unit in terms of Information Technology. After identifying their primary needs, a database solution in a network environment was chosen. The organizational structure of the typical reserve squadron is explained. The Squadron will then be discussed in terms of its critical administrative systems and processes selected for database development, and its current computer hardware and software status.

Chapter IV discusses the development of the Naval Reserve Squadron database application. After identifying and analyzing the basic requirements, the prototype design began using Access 97 software. A data model was made using ERwin, a software tool for building an entity relationship diagram, as shown in Appendix A. The tables, metadata, forms, reports, queries, menus and macros that were developed using Access are also explained. It was in this phase of analysis and design where most time was spent.

Chapter V discusses future network solutions and the additional power gained through distributed network computing. A low cost network peer to peer solution is recommended given the unit's limited network experience, training and resources. A future recommendation for a client/server model is also discussed.

Chapter VI discusses lessons learned during the development and summarizes the thesis. The lessons learned span the entire thesis from identifying the squadron's information technology needs to the prototype development using Access 97 for the database application and ERwin for the data model development.

II. THE DATABASE PROTOTYPE DEVELOPMENT PROCESS

The traditional waterfall or systems development cycle consists of six phases. The beginning of each phase depends on completing of the prior phase. The term waterfall comes from the view that like water flowing from step to step, so progress flows from phase to phase. This style of development is effective as an organizing tool or when milestone progress tracking is important to those managing the project. The disadvantage to the waterfall approach is its rigid format of completing one phase prior to starting the next using little user feedback. The waterfall approach often leads to high costs, extensive maintenance, long development periods and produces a product which no longer meets the users' needs.

In contrast, the prototype approach to the development process concentrates on quickly building a scaled-down version of the desired system, so that the user can better determine his or her requirements. The prototype approach includes user feedback early in the development cycle. Prototyping is "an iterative process of systems development in which requirements are converted to a working system that is continually revised through close work between an analyst and users." [2, p. 29] Both process models are discussed for comparison and the value that resides in their systematic approach. Although prototyping was the primary process followed during this thesis, some features of the traditional model are used.

A. THE WATERFALL MODEL

1. Project Identification and Selection

In the first phase of the development process, a need is identified. Information needs of the organization are examined and ways to meet those needs are chosen. After a list of needs are identified, the needs are prioritized and solutions are determined. Information technology has proven to drastically improve organizational efficiency through a database management system.

2. Project Initiation and Planning

Project initiation and planning is the second phase of the systems development lifecycle. In this phase, the organization formally investigates the system problem and argues for and against investing time and money in this project vice other potential problem areas. Cost, time to develop, technologies available, internal or external assistance required, hardware, software and scope are just a few of the variables to be understood before proceeding with any system development. Development projects are typically assigned to small teams which research, evaluate alternatives, document, develop and in many cases see a project from beginning to end.

3. Analysis Phase

The analysis phase is number three in the development cycle. This phase on the thoroughly studies the organization's current processes and procedures, that make up their business rules. A requirements analysis is performed to determine the exact

outcome and expectations desired. Alternative replacement systems are proposed. What the user wants from the new system is an important discovery in this phase. One product of this phase is the systems inter-relationships, also called the entity relationship (ER) diagram. Initial designs can be made, which are matched with the requirements. Alternatives are then compared to find the best solution while meeting all cost, time and technology constraints.

4. Design Phase

The design phase follows analysis in the development lifecycle. This phase is often divided into two parts: the logical and the physical design phases. The logical design is not tied to any hardware or software platform. This design focuses on the system's business aspects. The layout and organization of input screen, forms, and reports are also developed in this phase. The physical design transforms the specifications of the logical design into platform specific details that can be used for system construction.

5. Implementation Phase

Implementation is the fifth phase of the development cycle. The implementation phase includes coding, testing and installation. Coding involves programming the details and desired functionality specified in the design phase. Testing the code requires checking system operation against desired outcomes. The implementation phase puts the new system to work. User training and assistance also accompany this phase. This

stage requires careful coordination and superb management for the success of the entire project.

6. Maintenance Phase

The maintenance phase is the last is the SDLC lifecycle. In this phase, the system is improved and maintained to meet user needs. This phase can theoretically go on for the life of the system. Figure 2.1 illustrates the phases of the waterfall model.

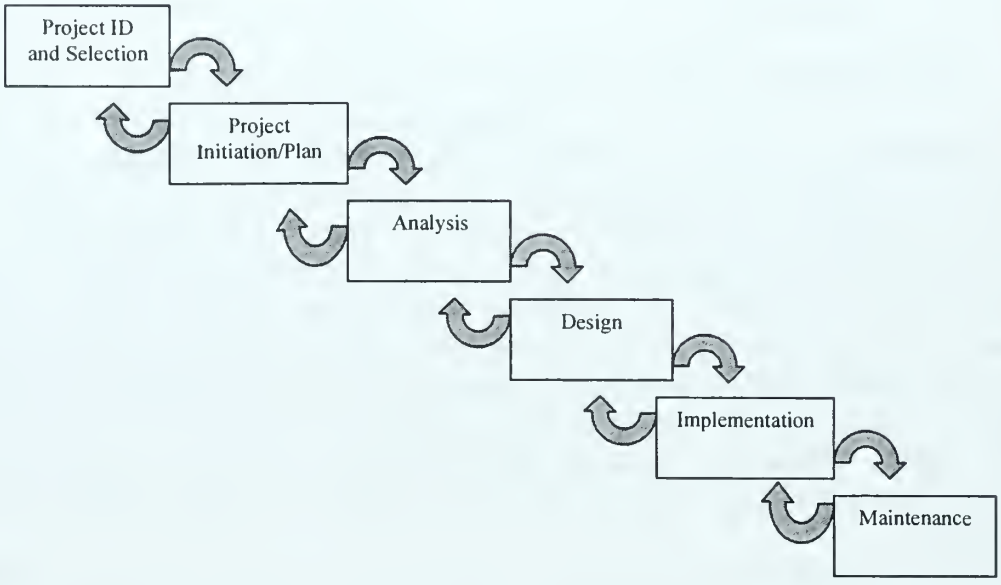


Figure 2.1 The Waterfall Model [2, p. 24]

B. THE PROTOTYPE MODEL

Prototyping is a means to provide a scaled-down version of a particular desired system that addresses a systems need. Prototypes are often quickly built so that user interaction and critique can be accomplished. [2, p. 24] Quite frequently, the user is

unsure of all potential requirements needed in a new information technology system during the systems development process. Prototyping allows the user to visually see and interact with a working version of the program so that all user requirements and needs are understood. This process is also known for discovering new ideas and solutions to current problems because of the interaction gained through prototyping and feedback between user and developers.

The primary phases that make up the prototype process are: 1) identifying basic requirements, 2) developing a prototype, 3) users operating the prototype, and 4) prototype revisions and enhancements. When the users are satisfied with all prototype functions and performance, a full scale version can be designed using the prototype as the model. The benefits to prototyping include, speed, user interaction and feedback, and user satisfaction with the final product. Because prototyping uses a smaller version, a much faster evaluation can be performed. User interaction and feedback provide tremendous beneficial side effects because the user is involved in the development process. Product satisfaction is almost guaranteed because the user and developer work closelt together throughout the process. See Figure 2.2 for a diagram of Laudon's model of the prototype, which was adapted from Jenkins, 1985.

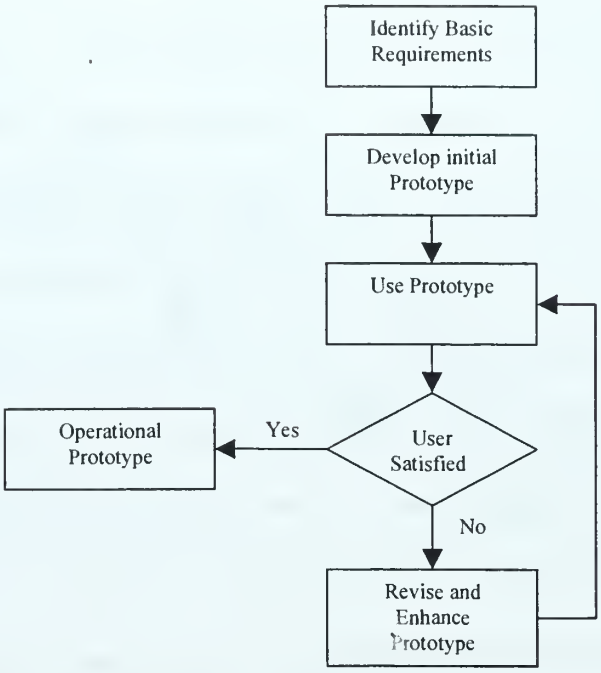


Figure 2.2 Prototype Model [3, p. 450]

III. THE NAVAL RESERVE SQUADRON

A. ORGANIZATIONAL STRUCTURE

Carrier Air Wing Reserve 20 (CVWR-20) consists of eight reserve squadrons located across the United States. The typical reserve squadron of Carrier Air Wing Reserve 20 includes of 100 to 130 enlisted members, called TAR's (training and administration of reserves), who man the unit full time. The counter part to the full time sailors are the Selected Reservists, called Selres, who support the unit only part time and serve on recall in case of Presidential action. The number of Selected Reservists assigned to any particular squadron ranges from very few to 125, depending on the unit. Selected Reservists report for work one weekend a month and for a two week period during the year. The number of Selected Reservists varies between units depending on the aircraft type, mission and aircraft maintenance requirements. The number of full time officers in these squadrons ranges from four to approximately 25, depending on the aircraft type and unit mission. The complement of Selected Reserve officers ranges from approximately 15 to 30, depending on the squadron aircraft and mission, with the majority of those being aircrew. Selected reserve pilots usually work at the squadron 10 to 15 days a month maintaining their aviation skills.

The administrative department of the these squadrons are even more similar to each other. Most have a staff of approximately four to five enlisted personnel. The office is led by an Administrative Officer, who is usually a pilot. A chief petty officer, (E6/7) is usually the person that makes the department function. The administrative

department is responsible for a huge number of functions supporting the full time and part time personnel. The selected reservists fall under a different pay, leave, travel, training, and working structure than the full time personnel. Because of these differences, an entire unique set of processes and rules apply to selected reservists. Similar regulations, policies, and cultural norms apply to both TAR's and Selres. The requirement to provide administrative services to two separate categories of navy members effectively doubles the reporting and tracking requirements.

B. ADMINISTRATIVE PROCESSES SELECTED

Current Administrative Systems selected for development are those personnel related systems which could benefit the most from a database application. One automated system in place is called RSTARS, which tracks only selected reserve members. RSTARS deals with a number of Selres issues including pay, personal data, service data, and medical data. RSTARS also incorporates a training module which tracks selected reserve training issues, primarily for the enlisted personnel. The RSTARS system runs on stand-alone machines, which are networked with the reserve main office in New Orleans. There is no administrative system which incorporates both the full time and part time, Officer and Enlisted Navy personnel in a reserve squadron. The personnel data management needed for routine squadron requirements is the focus of this thesis. Personnel related systems selected for development include:

- Enlisted Evaluation Tracking
- Enlisted Evaluation Counseling

- Officer and Enlisted Recall reporting
- Officer Fitness Report Tracking
- Officer Fitness Report Counseling
- Officer and Enlisted Personnel Operations Tempo tracking
- Officer and Enlisted Primary Billet reporting
- Officer and Enlisted Primary Billet School requirements tracking
- Officer and Enlisted Collateral Duty reporting
- Officer and Enlisted Collateral Duty School requirement tracking
- Officer and Enlisted Physical Fitness reporting
- Officer and Enlisted Award Assignment tracking
- Officer and Enlisted Court Martial, NJP, Drug Abuse or Federal Court tracking
- Enlisted Workcenter Assignment reporting

1. Evaluation and Counseling Process

The evaluation process consists of a periodic written report submitted on each enlisted member and a mid-period performance counseling session. An evaluation is written on an enlisted member for the following primary reasons: at the end of a specific period as outlined by instruction and delineated by month, upon detachment from the current unit, upon separation from the service, upon advancement or frocking to the grades of E3 to E7 and as needed to document exceptional performance.

The normal evaluation periods are six months for junior enlisted and 12 months for all others. Because of transfers, advancements, required mid-term counseling and

written evaluations, this process is frequent, and covers many members. A tracking system for upcoming counseling and evaluations is needed. The current system often does not include all personnel within a evaluation and counseling period, causing late discovery scrambles or incomplete summaries. The Evaluation and Counseling process is linked to the member and the Commanding Officer. In accordance with BUPERSINST 1610.10 of Aug 95, evaluations for each rate cover the periods ending the 15th of the month as shown in Figure 3.1 below.

Rate	Period Ends	Mid Term Counseling Month
E9	15 April	October
E8	15 September	March
E7	15 September	March
E6	15 November	May
E5	15 March	September
E4	15 Jun/15 Dec	Mar/Sep
E3/2/1	15 Jan/15 Jul	Apr/Oct

Figure 3.1 Enlisted Evaluations and Counseling Requirements

2. Member Recall Process

The recall process maintains the correct personal information on each member for Reserve recall to active duty and notification in the event of normal occurrences. The recall lists each member's address, phone and related information. This data is critical and must remain accurate. The current system is a master list, updated when a member moves or changes his personal data (phone, work address, home address, etc.). This process is tied to the Member via a master recall file.

3. Officer Fitness Report and Counseling Process

The Fitness report process consists of a periodic written report submitted on each officer assigned to the unit or organization. Mid term counseling is also required for each officer. A Fitness report is submitted for the following primary reasons: at the end of a specific period as outlined by instruction and delineated by month ending, upon transfer or separation from the Navy , upon a change of commanding officer or as needed to document exceptional performance. In accordance with BUPERSINST 1610.10 of Aug 95, Fitness Reports and mid term counseling for each rank cover the periods ending in the month shown in Figure 3.2 below.

Rank	Active Navy	TAR	SELRES	Mid Term Counseling Month
O6	July	July	July	January
O5	August	August	September	Feb/Feb/Mar
O4	October	September	September	Apr/Mar/Mar
O3	January	October	October	Jul/Apr/Apr
O2	February	March	March	May/Nov/Nov
	August	September	September	Jun/Dec/Dec
O1	May	March	March	Aug/Jun/Jun
	November	September	September	Feb/Dec/Dec
CWO3/4	March	March	March	September
CWO1/2	March	March	March	June
	September	September	September	December

Figure 3.2 Officer Counseling Requirements

4. Member Detachment Tracking Process

This process consists of manually recording each member's participation on each unit detachment by recording the number of days and the location of the detachment. A

member detachment report, call PersTempo, is provided to the Wing on a quarterly basis. This member tracking process uses the orders file to calculate the number of days on detachment per fiscal year per member.

5. Member Billet and Workcenter Process

This process consists of gathering each member's assigned billet and workcenter. Workcenters are tracked via word processor only. Billet assignments are shown via squadron instruction. Required billet schools are not tracked automatically. Not all billets require a specific school. There is no real process to link a billet with a school except from the member's memory and recollection. This process is linked to the Member's billet assignment and the CO. Separate instructions also delineate required schools for specific billets. A report showing billet and required schools and the status of the members in those billets is needed. A real time report showing each member's workcenter is also needed.

6. NJP Tracking Process

The Non-Judicial Punishment process consists of collecting member's records of legal action by the Commanding Officer or any State or Federal Court. A quarterly report summarizing these actions is submitted to higher authority. A file is maintained containing all Non-judicial Punishment, Court Martial and State Court actions taken on any unit members. This process is linked to the member and the Commanding Officer.

7. Security Tracking Process

This process consists of tracking and monitoring each member's security clearance. Each clearance is maintained in the member's service record. A security clearance specifies a level granted and the date granted or approved. These requirements must be tracked and updated as needed for mission accomplishment. A tracking system and reporting capability are required. The security process is linked to each member and the Commanding Officer via the service record.

8. PRT Process

The physical readiness test (PRT) is a semi-annual physical fitness test for all members, with requirements differing according to age and sex. The results of each cycle must be documented on each member's evaluation or Fitness Report. The current system uses a word processor to collect each cycle's results and print a summary report. The PRT process is linked to the member and the CO.

9. Enlisted Advancement Requirements Tracking Process

This process consists of tracking and monitoring the requirements of each enlisted member eligible to participate in the advancement exam. Each rate/rank faces different requirements for advancement eligibility. The process is linked to the Member and the Commanding Officer. This process is critical to both support enlisted member advancement, and boost retention and morale.

C. CURRENT SOFTWARE AND HARDWARE STATUS

The typical reserve squadron has a tremendous variety of computing hardware and software. Strike Fighter Squadron 203 (VFA-203), located in Atlanta, Georgia, will be discussed. VFA-203 is equipped similarly to the other squadrons in CVWR-20. The Administrative department maintains the following hardware:

- **Notebook computers**: none operating (two received earlier are broken).
- **Desktop computers and operating systems**: seven desktop computers, three running Windows 3.1 and four running Win 95; processor speeds range from 486, 33 Mhz, to a pentium 90 Mhz; Hard disk space ranges from 50M to 1Gig; RAM ranges from 8MB to 16MB.
- **Software**
    - Word Perfect on all PC's
    - Some DOS applications still in use
    - Office 95 or Office 97 on PC's running Win 95
    - A mix of older software
    - One of the seven PC's also runs RSTARS

IV. THE SQUADRON DATABASE APPLICATION DEVELOPMENT

A. APPLICATION REQUIREMENTS SPECIFICATIONS

Application Requirements

- The database design and function will center around the Squadron Member. A member may be one of two types: Officer or Enlisted.
- The Officer and Enlisted Member is further divided by Service Type category, including: Selected Reservists (Selres), Training and Administration of Reserves (TAR) and Regular Active Duty Navy Personnel (Reg Navy).
- The database will use Access 97 [4], a relational database application which provides expansion while conforming to the Microsoft Office 97 Navy standard.
- Primary forms, queries and reports will be designed to address the most critical administrative needs which are not currently automated.
- The application will target the squadrons of Carrier Air Wing Reserve 20. However, it can be tailored at the unit level to suit other Naval Reserve Squadrons.
- Microsoft Windows 95 will be the base operating system. The Access application will also function on Windows NT 4.0. Both operating systems comply with current Navy office automation standards and IT 21. [5]

- The elements of the data structure are: Member, Officer, Enlisted, CM/NJP, Detachment, Detachment Location, Billet Assigned, Award Writer and Security Clearance. Modifications may be made to enhance design and user needs.
- The application will use a menu driven user interface for easy navigation.
- A prototype database application will be developed to better define user requirements and layout design.
- A thesis web site will be the primary mode to display application forms and report prototypes to remote users/sponsors.
- Email and phone conversations will provide user/sponsor feedback.

B. DATABASE DESCRIPTION

The reserve squadron database application was written using Access 97. The database is broken down into objects called, tables, forms, queries, reports, menus and macro's. The Reserve Squadron application was built from nine tables: Member, Officer, Enlisted, Billet Assigned, Billet, Detachment, Detachment Location, Award Writer and NJP/CM (Nonjudicial punishment/Court Martial). These tables encompass the majority of the information needed by the administrative department to track and manage many personnel functions. All of the tables are filled with input data using forms which were developed for quick and easy updating. The queries are used to search and filter data from the tables as needed for form and report functions. The reports are used to print out the specific data categories needed by the administrative department. The

macro's developed to serve as coded procedures to operate the menu structure from which the user will navigate the application.

C. TABLES

The heart of the database resides in the tables and their inter-relationships. Each table has a key which uniquely identifies every occurrence or row in the table. A key can be a single field, as in the member table (SSN), or a multiple key, as in the Award Writer table which has two fields as the key. The center of the squadron administrative process focuses on the officer and enlisted member. The member table holds all attributes common to both officer and enlisted personnel. The enlisted and officer tables hold those specific items associated with only enlisted or officer personnel. The billet and detachment location tables are used as look up tables for the billet assignment table and the detachment table respectively. The award writer table is used to track award assignments and award status. The NJP/CM table is used to track all personnel with current or past disciplinary problems. All table structures are in the third normal form, meaning that the attributes in each table relate to the whole key and only the key. Each table is described below. Appendix B provides the relationship, attributes and properties for each table.

1. Award Writer Table

The award writer table has a key of the awardee's SSN and the award date. The table contains information used to track award assignments and award completions. The fields that make up this table include:

a) Awardee SSN: the SSN of the member receiving and award

b) Award Writer Last Name: the last name of the member assigned to write an award on the awardee

c) Award Date: the date the award was assigned to a member for writing

d) Date Signed: the date the award was completed and signed by the awarding authority

e) Award Type: a pull down menu of most awards is available to the user which include: letter of appreciation, letter of commendation, Navy and Marine Corps achievement medal, and the Meritorious Service Medal

2. Billet Table

The billet table is a look up table used by the billet assigned table. The key to the billet table is billet name. The fields used in the billet table include:

a) Reference Instruction: any DOD instruction which has reference to the billet

b) Billet Type: Primary or Collateral

c) Required School One: the first school required by the billet if applicable

d) Required School Two: the second school required by the billet if applicable

e) Billet Description: any billet description

3. Billet Assigned Table

This table contains those primary and collateral duties or billets which usually require the member to attend one or two schools as perscribed by instruction. The key to this table is SSN and Billet Name. This table is used to track members in by billet and applicable schools. The fields used in this table include:

a) Member's SSN

b) Billet Name: the billet name will reference the billet table as a look up field

c) Date completed School 1: this is the date a member completed the first school that may be required by instruction for a particular billet

d) Date completed School 2: this is the date a member completed the second school that may be required by instruction for a particular billet

4. CM/NJP Table

The Court Martial or Non-Judicial Punishment table is used to document member disciplinary actions. The key to this table is the member's SSN and the Infraction Date. The fields used in this table include:

a) Member's SSN

b) Infraction Date: the date an incident, violation or arrest occurred

c) NJP reason: the reason for the NJP event

d) NJP date: the date actual NJP convened by the Commanding Officer

e) CM Reason: the court martial reason (violation or incident)

f) Date of CM: the date a court martial trial occurred

g) CM Outcome: the resulting actions from a member's court martial

h) Federal or State Court Date: the date a federal or state court trial occurred

i) Federal or State Court Reason: the reason a member was tried in court

j) Drug Abuse Related: indicates if drug abuse is related to the specific infraction dated above

k) Remarks: any additional information deemed necessary

5. Detachment Table

This table is used to track each member's detachment history, including the number of days per detachment and total per fiscal year. The key to this table is the Member's SSN, Detachment Start Date and the Detachment Site Name. The fields used in this table include:

a) Detachment Start Date: the date the detachment began

b) Member's SSN

c) Detachment Site Name: the location or site name found in the lookup table detachment location. If a site name is not found in the lookup table, the user can select other and type a new site name. This name will be added to the pull down list.

d) Number of Days on Detachment: the number of days a member is at the detachment site

6. Detachment Location Table

This table is used as a lookup table for the detachment form. The key to this table and the only field is the Detachment Site Name.

7. Enlisted Table

The enlisted table also uses the SSN as the key. The enlisted table is used to track and manage all enlisted personnel evaluations, counseling, advancement, recall, and workcenter information. Enlisted table fields include:

a) Rate: a pull down menu of all aviation rates and other rates typically found in a CVWR-20 squadron

b) Rank: a pull down menu of all enlisted ranks (E1 to E9)

c) Workcenter: a pull down menu of all squadron workcenters

d) Title: any specific work titles can be entered

e) EAOS: end of active obligated service date

f) Term Code: first term, second term or career

g) Last Evaluation End Date: the last day of the member's evaluation period

h) Midterm Counseling Date: date of the member's midterm evaluation counseling

i) Midterm Counselor Name/Rank: Name and rank of the member's midterm counselor

j) Commanding Officer's Recommendation (CO'sRec): Yes or No? Does the member have the CO's recommendation for advancement

k) Time in Rate: Yes or No? Does the member meet the time in rate requirement for advancement

l) Practical Test: Yes or No? Has the member met any practical test requirements for advancement

m) PARS (Professional Advancement Requirements): Yes or No?

n) Military Requirements: Yes, No or NA? Does the member meet all applicable military requirements for advancement

o) AMR (Advanced Military Requirements): Yes, No or NA? Does the member meet all applicable AMR requirements for advancement

p) All requirements complete: Yes or No? Are all enlisted member requirements for advancement complete

q) NJP or Court Martial Actions: Yes or No? Has the member had any NJP or Court Martial Actions in this service term

8. Member Table

The Member table holds the general data on each member that is needed by the administrative department to provide support. The key to the member table is the member's social security number (SSN). The other fields of the member table include:

a) Last Name, First Name and Middle initial

b) Steet address, City, State and Zip code

c) Home phone including area code

d) Company Name, Street address, City, State and Zip code (primarily for selected reserve members with employment outside of the Navy)

e) Work phone including area code

f) Date a member reported to the squadron

g) Member's spouses name

h) Member's service type: TAR, Selres or Regular Navy

i) Member's date of rank (DOR)

j) Member's periodic rotation date (PRD) (usually annotated in the members initial orders to the unit)

k) Member's workshift: day-check (0700-1530 hours), night-check (1500-2330 hours) and mid-check (2330-0730 hours). The exact time blocks may change.

l) Single Parent or Military Couple: Yes or No

m) Childcare plan submitted: Yes or No (A childcare plan is required for all single parents or military couples)

n) Race: Caucasian, Black, Asian, Hispanic or other

o) Sex: Male or Female

p) Last PRT Score: 0 to 300 points possible

q) Last PRT date: day, month, year of member's last PRT

r) PRT comments: comments needed to annotate if a member is excluded from the PRT

s) Security Clearance: none or null, secret, top secret or SCI (secret compartmental information)

t) Clearance Date: actual date the member's clearance was approved by higher authority

9. Officer Table

The officer table also has a key of SSN. The fields specific to officers include:

a) Rank: a pull down menu with all officer ranks (O1 to O6)

b) Email Address: the email address of the officer (name@isp.com)

c) Last Billet Name: the name of billet prior to current billet

d) End Date of Last Fitrep: date of officer's last fitness report

e) Officer's Midterm Counseling date: officer's midterm counseling date

f) Officer's Midterm Counselor/rank: name and rank of officer's midterm report counselor

D. QUERIES

The squadron database application contains 47 queries. The word query means to ask or inquire. In Access, a query is made to find specific answers to questions using the database tables. [6, p. 204] Each query is mapped to a specific form or report. Queries are also useful to tie multiple tables together in order to extract several data fields from different tables. Each table used in a query is joined to another through index keys. The language used to submit a query is called Standard Query Language (SQL). In essence, a

query is a database tool used to find specific information from within the database tables. See Figures 4.1 to 4.5 below for a list of each query name and the form or report it serves. See Appendix C for a list of each query and corresponding SQL code.

Query Name	Supporting Report
EEQ1 E3/2/1 Jan/Jul	EER1 E3/2/1 Jan and EER5 E3/2/1 Jul
EEQ2 E5 Mar	EER2 E5 Mar
EEQ3 E9 Apr	EER3 E9 Apr
EEQ4 E4 Jun/Dec	EER4 E4 Jun and EER8 E4 Dec
EEQ5 E7/8 Sep	EER6 E7/8 Sep
EEQ6 E6 Nov	EER7 E6 Nov

Figure 4.1 Enlisted Evaluation Queries and Reports

Query Name	Supporting Report
ECQ1 E4/7/8 Mar	ECR1 E4/7/8 Mar
ECQ2 E3/2/1 Apr	ECR2 E3/2/1 Apr
ECQ3 E6 May	ECR3 E6 May
ECQ4 E4/5 Sep	ECR4 E4/5 Sep
ECQ5 E1/2/3/9 Oct	ECR5 E1/2/3/9 Oct

Figure 4.2 Enlisted Counseling Queries and Reports

Query Name	Supporting Report
OFQ1 O3 Jan	OFR1 O3 Jan
OFQ2 O2 Feb	OFR2 O2 Feb
OFQ3 O2/CWO1/2/3/4 Mar	OFR3 O2/CWO1/2/3/4 Mar
OFQ4 O1 May	OFR4 O1 May and OFR9 O1 Nov
OFQ5 O6 Jun	OFR5 O6 Jun
OFQ6 O2/O5 Aug	OFR6 O2/O5 Aug
OFQ7 O1/CWO1/2/O5 Sep	OFR7 O1/CWO1/2/O5 Sep
OFQ8 O2/O3 Oct	OFR8 O2/O3 Oct

Figure 4.3 Officer Fitness Report Queries and Reports

Query Name	Supporting Report
OCQ1 O6 Jan	OCR1 O6 Jan
OCQ2 O1/O5 Feb	OCR2 O1/O5 Feb
OCQ3 O4/O5 Mar	OCR3 O4/O5 Mar
OCQ4 O3/O4 Apr	OCR4 O3/O4 Apr
OCQ5 O2 May/Nov	OCR5 O2 May and OCR9 O2 Nov
OCQ6 O1/O2/CWO 1/2 Jun/Dec	OCR6 Jun and OCR9B Dec
OCQ7 O3 Jul	OCR7 O3 Jul
OCQ8 CWO 3/4 Sep	OCR8 CWO 3/4 Sep

Figure 4.4 Officer Counseling Queries and Reports

Query Name	Supporting Form and/or Report
Award Writer, Awardee/Award Writer, AwardWriter Member Update	Awardee/Award Writer Report Award Writer Form Award Writer Subform
Billet BilletAssigned BilletAssigned Member Enlisted Member Billet Assign.	Update a Billet Assignment Form BilletAssigned Subform Enl Member Billet Assign. Report
Enl Days on Det Officer Det Days	Enl Det Days Report Officer Det Days Report2
Enl Member Security Cl Off Security Cl	Enl Security Cl Report Officer Security Cl Report
Enl Member, Member Update	Input Enlisted Form
Member CM/NJP	Member Disciplinary Form CM/NJP Subform
Member Det Tracking Member Det DetLocation Update	Member Det Data Input Form Detachment Subform
Officer Member Update	Officer Input Form
Selres Adv Req's E1-E5	EAR1 Selres Adv Req's E1-E5 Rpt
TAR Adv Req's E1-E5	EAR2 TAR Adv Req's E1-E5 Rpt

Figure 4.5 Other Queries Supporting Forms and/or Reports

E. FORMS

A form in most business environments collects data from users. Typical forms are made of paper or displayed on a computer screen. The forms designed for the squadron database application are screen forms used to view, add, edit and delete data from the tables. The forms are grouped in a logical fashion so that the user is familiar

with the format and information shown. A form provides the most flexible and efficient means for data entry. In the squadron application there are eight data entry forms: 1) Award Writer, 2) Detachment Location (site name) Master File, 3) Enlisted, 4) Officer, 5) Billet Assignment, 6) Detachment Data, 7) Disciplinary and 8) Billets and Required Schools Master File. The forms are standardized and easy to use. Color and highlighting accent important areas for the user. A tab format was used on the Enlisted and Officer form to provide the user easy access to many data fields quickly without having to scroll or cycle to several screen pages. Command buttons or user option buttons were also placed on the forms to allow for easy updating, deleting, adding or form navigation. Dates entered on all forms are in the form of a single or two digit day, three letter month, and four digit year (12Mar1998) to avoid any year 2000 problems. See Appendix D to view every form. A brief description of each form follows.

1. Award Writer Form

The award writer form is used to gather data about the assignment of awards to be written on squadron members. A member can be tasked with writing several awards on different people in the squadron. The data shown on this form includes: awardee's last name, assigned award writer's last name, award date, date signed and type of award. Two options are available to the user on this form: a find record button to search the database for the awardee's last name, and a delete button found on the subform to delete an award writer. The Award Writer assignment form is shown in Figure 4.6.

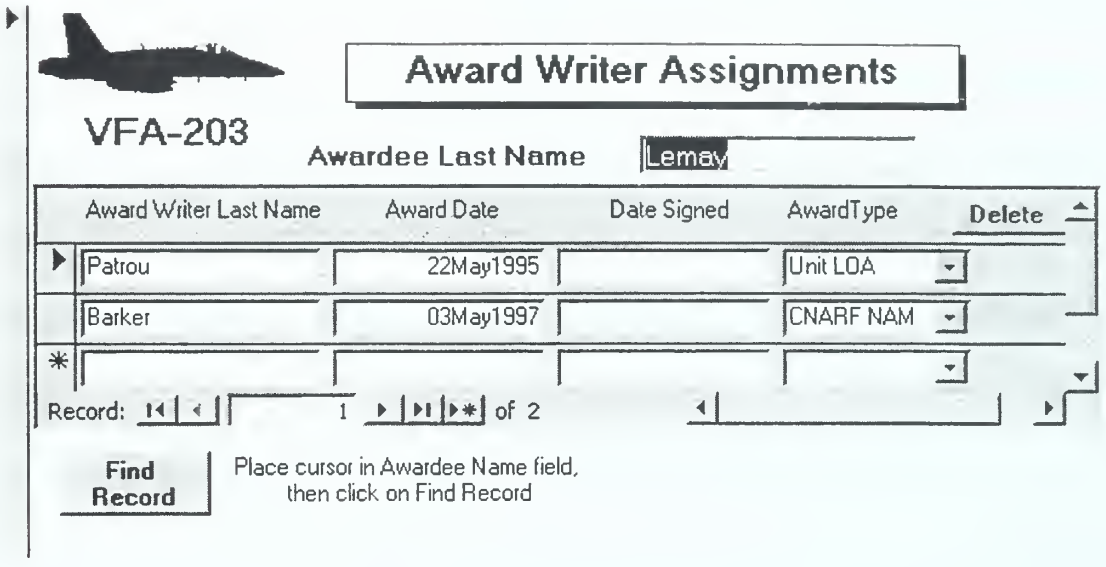


Figure 4.6 Award Writer Assignment Form with subform

2. Detachment Location Master File Form

The detachment location master file contains a list of site names used by the squadron. The primary data field shown to the user on this form is the site name.

3. Enlisted Form

The enlisted form is the most popular form because there are over 200 enlisted personnel in the squadron, compared to approximately 30 officers. This form is divided into eight tabs: name and home address, work address, evaluation data, security clearance data, physical readiness test (PRT) data, miscellaneous data and advancement data. The option buttons on this form include: print record, add record, find record and delete record. There are 45 enlisted data fields on this form.

4. Officer Form

Much like the Enlisted form, the officer form is divided into six tabs: name and home address, work address, fitness report data, security clearance data, PRT data and miscellanous data. This form differs slightly from the enlisted form in that the field labels have a white background instead of grey. This difference aids the user in distinguishing an officer input form from an enlisted input form. The command options available to the user include: print record, add record, find record and delete record. There are 33 officer data fields on this form. Figure 4.7 shows the officer input form and all tabs.

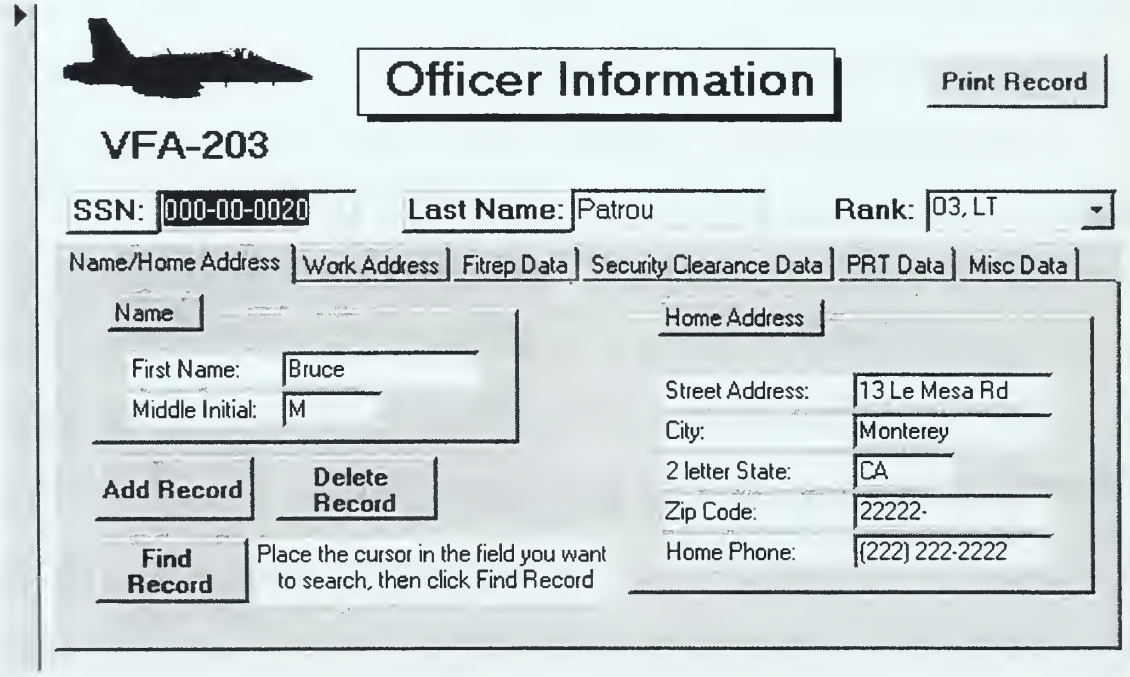


Figure 4.7 Officer Input Form

5. Billet Assignment Form

The billet assignment form contains a member's billet name, date completed required school number 1 and date completed required school number 2 in a subform. A subform is used when a member can be assigned to zero or many billets. A billet may have zero or many schools; documenting two was appropriate for this case. In addition, the member's SSN, last name and first name are also available. A Find Record command button is available to search for any member by SSN or name.

6. Detachment Data Form

The Detachment Input Form tracks permanently assigned TAR and Regular Navy personnel on deployments so that a personnel operations tempo (perstempo) report can be made. The member's SSN, and name are search fields using the Find Record command button. A subform containing the Detachment Start Date, Detachment Site Name and Number of Days on Detachment is displayed. A member can have zero to several detachments.

7. NJP/Court Martial Form

The Member Disciplinary or NJP/Court Martial Form is used to input any member's disciplinary actions. A subform containing a member's Infraction Date, NJP dates and reasons, Court Martial dates and reasons, and Federal or State Court dates, reasons and outcomes is displayed. The member's SSN, and name are search fields using the Find Record command button.

8. Billets and Required Schools Form

The Billets and Required Schools Form tracks members assigned to specific billets and up to two schools that billet may require. The form contains the following data entry fields: Billet name, Reference Instruction, Billet type, up to two required Schools and a Billet Description. This form maintains a master file which is referenced in the Member Billet Assignment Update form.

F. MENUS

The reserve squadron application contains eight menu screens which allow the user to easily navigate to any form for data input or to any report for preview and print.

The user interface menus are:

- Main Menu
- Forms Menu
- Main Reports Menu
    - Officer Reports Menu
        - Counseling Menu
        - Fitness Reports Menu
    - Enlisted Reports Menu
        - Counseling Menu
        - Evaluation Reports Menu

Each menu has a standardized, structured design to provide the user logical navigation when moving from screen to screen. Forward and back buttons are provided to allow the user easy access to any screen. The Exit button is used to back out and quit the application.

The main menu is the first and last screen the user will see when using this application. The main menu provides three options for the user: Forms, Reports and exit. See Figure 4.8 to view VFA-203's main splash screen and the initial options available. All menus mimic the look and feel of the Main menu. See Appendix G for all menu screens.

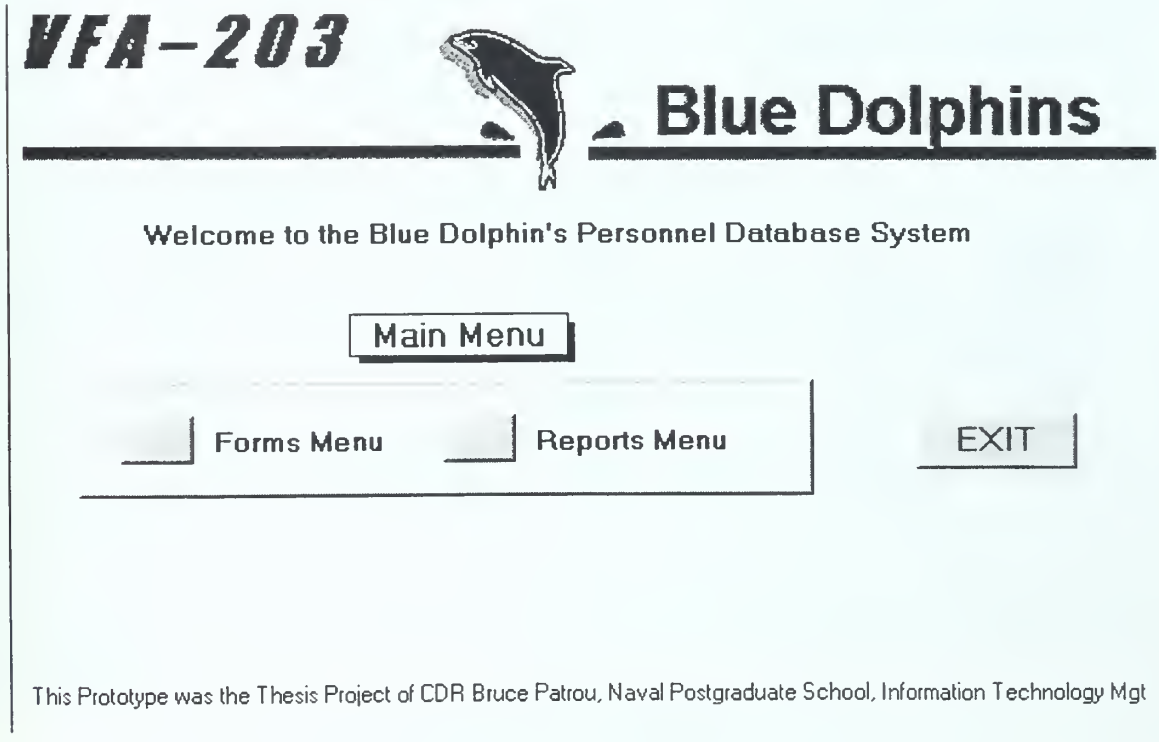

VFA-203
Blue Dolphins
Welcome to the Blue Dolphin's Personnel Database System
Main Menu
Forms Menu
Reports Menu
EXIT
This Prototype was the Thesis Project of CDR Bruce Patrou, Naval Postgraduate School, Information Technology Mgt

Figure 4.8 Main Menu

A menu navigation flow is diagram is provided in Figures 4.9 and 4.10 which provides a visual depiction of the user screens available with this reserve squadron database application.

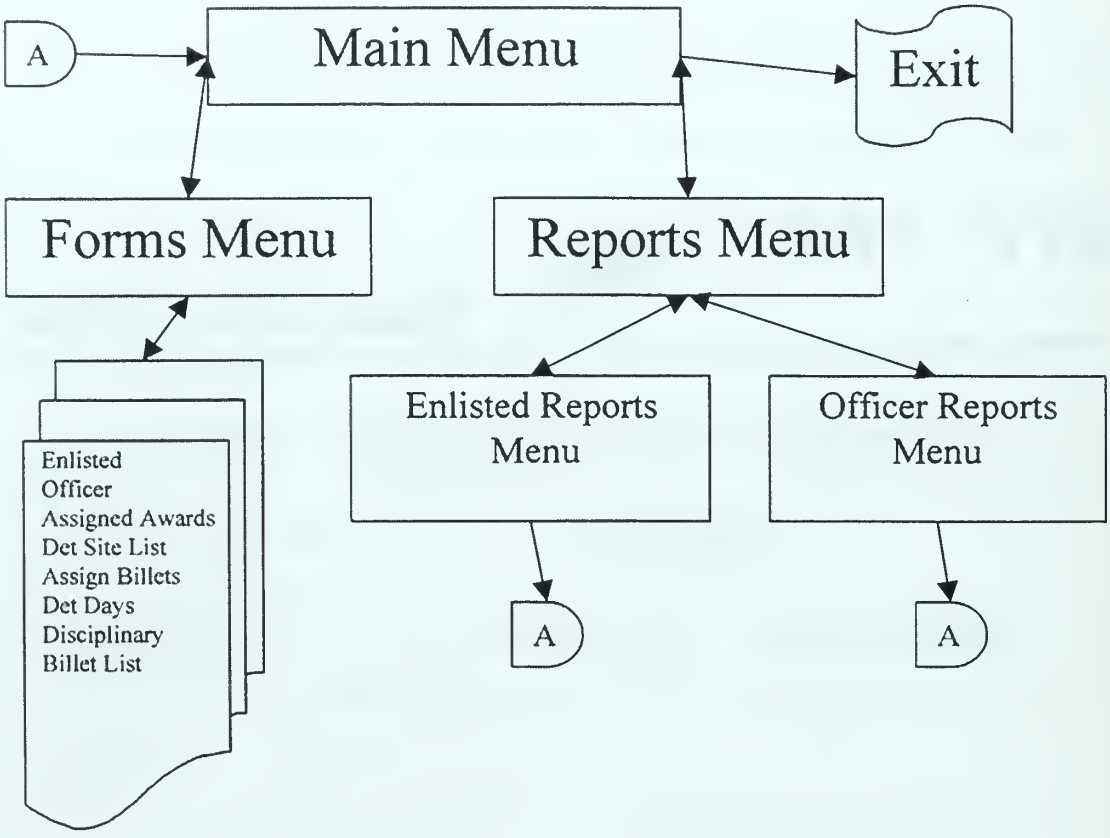
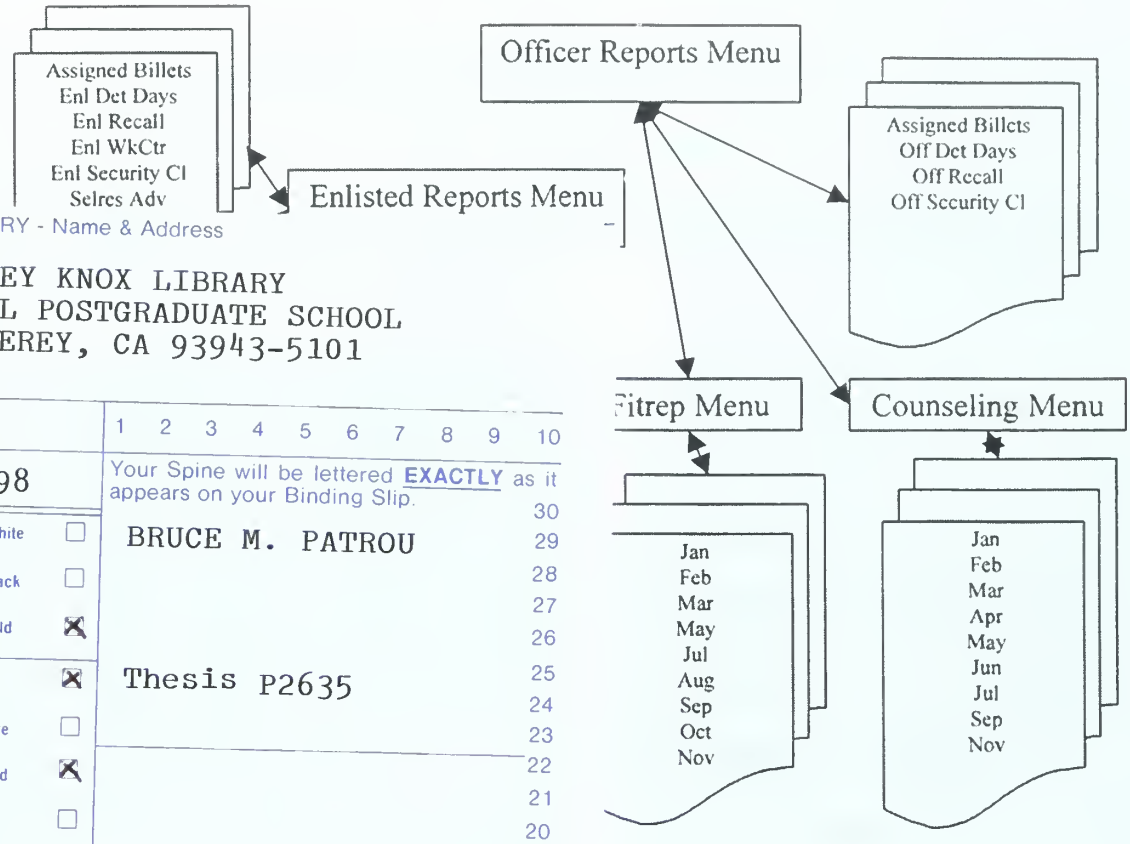


Figure 4.9 Menu Flow Diagram



LIBRARY - Name & Address

DUDLEY KNOX LIBRARY
NAVAL POSTGRADUATE SCHOOL
MONTEREY, CA 93943-5101

TRIM SIZE
Buckram Color # 598
Stamp in White
Stamp in Black
Stamp in Gold
NEW:
Bound Before
Rub Enclosed
Sample
ADS:
Leave In
Take Out
COVERS:
Remove
Bind in All
Bind in Front
INDEXES:
Front Stub For
Back No Index
SPECIAL INSTRUCTIONS:

1 2 3 4 5 6 7 8 9 10
Your Spine will be lettered EXACTLY as it appears on your Binding Slip.
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N Diagram continued

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BINDERY COPY

A menu navigation flow is diagram is provided in Figures 4.9 and 4.10 which provides a visual depiction of the user screens available with this reserve squadron database application.

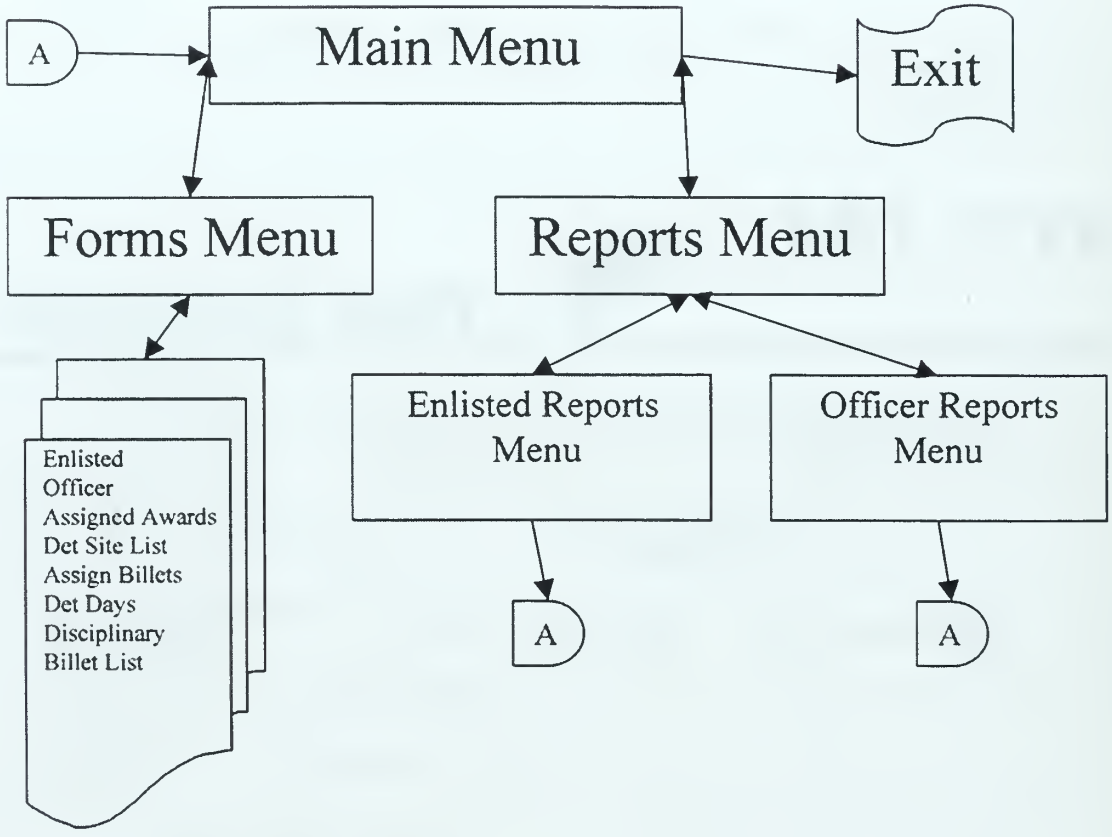


Figure 4.9 Menu Flow Diagram

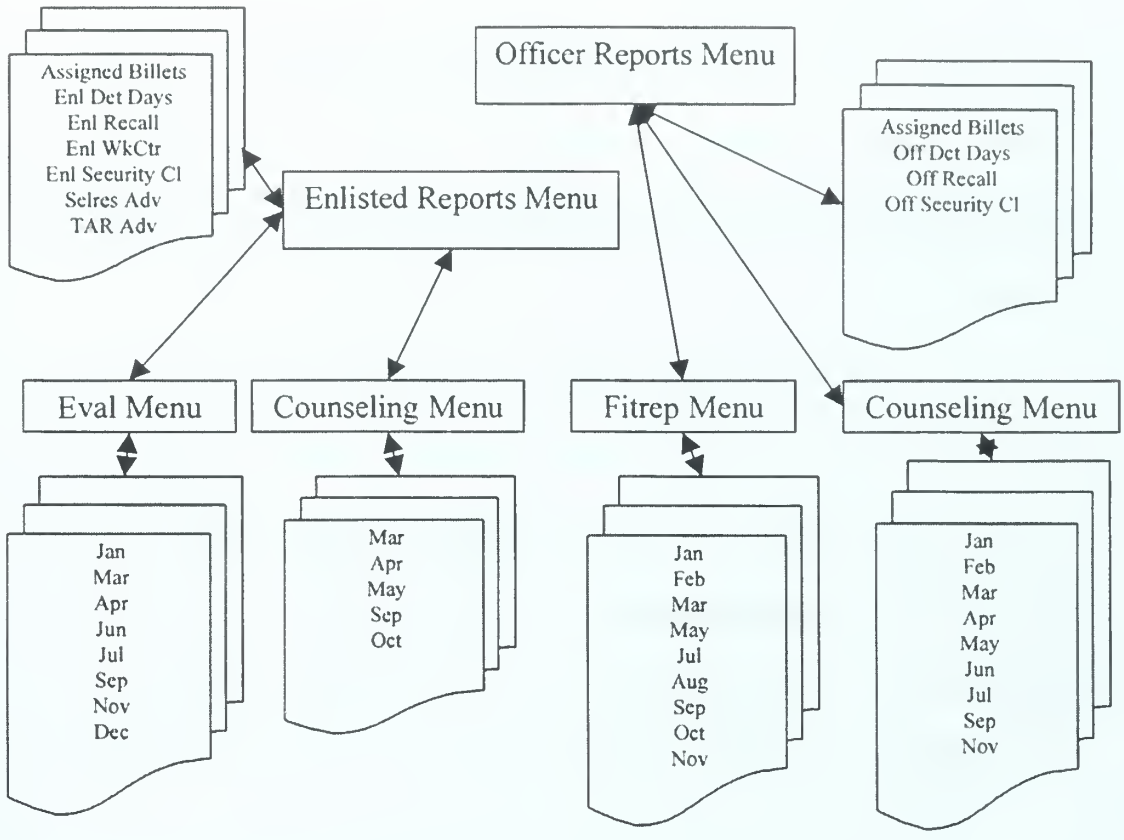


Figure 4.10 Menu Flow Diagram continued

G. REPORTS

This section discusses the reports available from the reserve squadron application. All reports meet a specific need which was identified by the users. The primary benefit from the application comes in the form of a report used for internal tracking or external reporting requirements. Each report will be discussed.

1. Member Reports

Member reports include data applicable to both officers and enlisted personnel. The member reports for this application are: Awardee/Award Writer Report and the Member NJP or Court Martial Report. Both will be discussed. See Appendix E to view each report.

- **Awardee/Award Writer Report**. This report groups Awardees by last name. Following each awardee's name are the last names of those individuals assigned to write the award. The assigned date and award type are shown for each award writer assigned.

- **Member Disciplinary Report**. This report shows the last name of those individuals with an infraction date. The disciplinary history for each member, given a specific infraction date, include: NJP date, NJP reason, Court Martial date, reason and outcome, Federal or State court date, reason and outcome.

- **Enlisted and Officer Detachment Days Reports**. These reports are used to calculate each member's level of detachment participation, by number of days in each fiscal year. The reports are divided in to officer and enlisted categories. Each report lists the member's name, rank, detachment site name, detachment start date, number of days on detachment and fiscal total.

- **Enlised and Officer Recall Report**. These reports are used to notify a member when needed for routine or emergency issues. The reports are divided into officer and enlisted categories. Each report lists a member's name, rank, home address and phone, company name (if employeed outside the Navy), work address and work phone.

- **Enlisted and Officer Billet Assignment Reports**. These reports are used to track each member's billet and billet school requirements. The reports are divided in to officer and enlisted categories. Each report lists a member's name, rank, rate and workcenter (for enlisted), billet name, school name and completion dates (for up to 2 schools).

- **Enlisted and Officer Security Reports**. These reports help manage the command personnel security program by tracking each member's security clearance. The reports are divided in to officer and enlisted categories. Each report lists a member's name, rank, rate and workcenter (for enlisted), SSN, clearance level and date given.

2. Enlisted Reports

Enlisted reports pertain to the majority of the requirements. All enlisted reports are discussed next. See Appendix E to view each report.

- **TAR and Selres E1 to E5 Advancement Requirements Reports**. These reports group personnel by rank from E1 to E5 for both full time and part time personnel. Eeach report lists the member's last name and rate, with his or her corresponding advancement requirements status. The requirements list includes: CO's recommendation, Time in Rate, Practical Test, Professional Course, PARS, Military requirements, and Advanced Military requirements (AMR).

- **Enlisted Counseling Reports**. These reports are grouped by service type (TAR, Selres or RegNavy) by each month of the year in which a counseling session is required for each enlisted member. A total of five different reports spanning the months of March to October were developed; they encompass all ranks within the Navy. These reports track enlisted members who lack counseling. Each member is shown by Name, rank, rate and workcenter. To fulfill current counseling requirements outlined by instruction the search criteria looks for no counseling in the last 180 days for E5 to E9 and 90 days for E1 to E4. See Figure 3.1 shown earlier.

- **Enlisted Evaluation Reports**. These reports are grouped by service type (TAR, Selres or RegNavy) by the month of the year in which an evalution is required for each enlisted member. Eight months out of the year are

designated as the annual or semi-annual evaluation month for a specific rank, as shown earlier in Figure 3.1. The reports are broken down by month and the ranks reviewed within that month. Each report lists the member's name, rank, rate and workcenter. This report is used to ensure all personnel are evaluated on schedule.

- **Enlisted Workcenter Report**. This report is used as a personnel management tool for division officers and department heads. All personnel assigned to a particular workcenter are shown by rank, name and rate.

3. Officer Reports

The officer reports contain information specific to officers. All reports fit specific needs which were identified during the analysis and basic requirement stage.

- **Officer Counseling Reports**. These reports are used to track each officer's semi-annual or annual counseling requirement. Chief Warrant officers (CWO 1, CWO2) and junior officers (Ens, LTJG) are counseled on their performance twice a year. All other officers are counseled annually. The schedule for counseling by rank, service type and month was shown in Figure 3.2. Each monthly officer counseling report lists an officer's rank and name, grouped by service type. Ten reports are available, corresponding to the monthly review schedule.

- **Officer Fitness Reports**. These reports are required twice a year for junior officers and annually for all others. The Fitness Report (Fitrep) schedule is broken down by month, as shown earlier in Figure 3.2. The Fitness Report lists an officer's rank and name, grouped by service type. The report for month selects a specific rank and service type. Nine reports are available, corresponding to the monthly fitness report schedule.

H. MACROS

Macros are computer code that perform a specific task. Macros were used in this application to open and close tables, maneuver between menu screens, and augment menus and various similar events which provide an intuitive user interface. Appendix F lists all 77 macros used for this application.

V. FUTURE NETWORK SOLUTIONS

Most CVWR-20 squadrons have no local area computer networking. Some have crude networks by virtue of their association with the air station to which they are assigned. Some naval air stations have established a base wide network architecture used mostly for Email. The baseline squadron without any established network will be discussed. A peer to peer network using the Windows 95 operating system will be the near term solution to allow a small work group to share database applications and files. One of the most difficult problems facing a small office is accessing the information isolated on individual desktops. The peer to peer network, which can provide shared access, was chosen for the following reasons: the existing PC's with Windows 95 can be used; the cost of setup is very low; system maintenance is very low; and few network skills required to operate a peer to peer system. This system would have the least impact on training, costs and system administration. A peer to peer network description and set up will be discussed in this chapter. A local area network using Microsoft Server NT 4.0 will be recommended for the more distant future. To begin, typical network terms will be defined.

A. NETWORK DEFINITIONS

- **LAN, Local Area Network.** A network that links personal computers and other network devices to one another. A peer to peer network treats each station alike. "In a peer to peer network you can both share resources and

access shared resources equally." [7, p. 969] A typical LAN involves a client/server network structure which uses a network operating system like Windows NT Server. NT Server provides network services to client computers. [8, p. 3]

- **Hub**. Ethernet networks typically connect individual PC's to a hub, which acts as a central point from which to pass information. "Some hubs merely rebroadcast a signal received on any one cable over all the other cables. Other more sophisticated hubs can determine the destination of a packet and retransmit only the signal to the corresponding cable." [8, p. 199] Hubs which can determine the destination are called "switched hubs" or smart hubs. Most hubs range in size from four to 16 ports. Hub speeds range from 10 MBPS to 100 MBPS with gigabit hubs on the horizon. The price of hubs range from approximately $50 for a 4 port, 10baseT hub to $1500 for a 16 port 100 baseT switching hub. Figure 5.1 shows a *3Com* hub used for a small office environment with 8 RJ-45 ports at 10 Mbps Ethernet.

Figure 5.1 ***3Com*** **OfficeConnect Hub 8/TPO**

- **NIC, Network Interface Card.** A network adapter card connects the computer to a network cable. The NIC transforms data into electrical pulses for transmission across network cables. [8, p. 198] Ethernet network cards come in speeds of 10 MBPS (10 baseT) and 100 MBPS (100baseT) or auto-sensing for either. Network cards also come in multiple fittings and are built for five different computer bus slots: 1) 8 or 16-bit Industry Standard Architecture (ISA), 2) 32-bit Extended Industry Standard Architecture (EISA), 3) 16 and 32-bit Micro Channel Architecture (MCA), 4) VESA (VL-Bus) local bus and 5) Intel Peripheral Component Interconnect (PCI) Local Bus. [7, p. 965] ISA slots are the most common for IBM compatible machines. The approximate price of NIC's range from $30 for a 10 baseT, ISA card to $150 for an auto-sensing 10/100baseT, PCI card. Brand name products will cost more. Network compatibility is an important issue when buying a network card. Most plug and play NIC's offer the easiest installation because Windows 95 can sense the card and assign nonconflicting settings. See Figure 5.2.

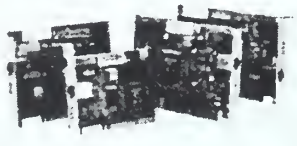


Figure 5.2 ***3Com*** 10/100BaseT Network Adapter Cards [9]

- **RJ-45 Port**. An RJ-45 port matches the standard 8-pin connector used with UTP, unshielded twisted pair wire associated with an Ethernet based network. [10, p. 93] An RJ-45 connector resembles a large phone jack (RJ-11).

- **Network protocol.** "In order for two computers to communicate over the network, they must assign the same meaning to the same sequence of signals."[8, p. 199] Windows 95 supports several protocols, IPX/SPX with NetBIOS, DLC, NetBEUI, IPX/SPX and TCP/IP. TCP/IP contains a suite of protocols which have become the most widely accepted protocols in the world. [7, p. 951] TCP/IP is also used to route information over the internet. NetBEUI, NetBIOS Extended User Interface, was first introduced in 1985 and is still used as a small, fast protocol. It can not be routed, however, it is ideal for a small office environment. NetBEUI will be used to allow connectivity for the Windows 95 peer to peer configuration.

- **Twisted-Pair Ethernet (10baseT and 100baseT).** Twisted pair comes from the design of the cable consisting of 4 pairs of twisted copper wire. UTP, unshielded twisted pair cable has five levels of quality, which are associated with a maximum data transfer rate. Category 3 and 4 cable is rated at 10 mega bits per second (Mbps). Category 5, (CAT5), the highest level UTP wire, is rated up to 100 Mbps, 100baseT (Fast Ethernet). The "T" in 10baseT and

100baseT stands for twisted pair. An RJ-45 connector is used with twisted pair wire. UTP, CAT 5 cable has become the most widely used, low cost network cable. UTP is flexible, easy to use, relatively cheap compared to fiber optic cable and easy to install. CAT 5 cable has a maximum length between hub and PC of 100 meters. [7, p. 959] The cost difference between CAT 3 and CAT 5 cable is negligible, compared to the work involved with running wire. Therefore CAT 5 is recommended to allow scaleability from 10 to 100 Mbps without re-wiring.

- **Ethernet**. "Ethernet is what net professionals call a Carrier-Sense Multiple Access with Collision Detection (CSMA/CD) network." [7, p. 955] Ethernet provides a framework for formatting data in packets, using multiple line access with signal sensing, while using a signal collision detection scheme to minimize collisions. When two signals collide on a network line, the data is lost and must be resent.

- **Topology**. The topology is the layout or design of the network architecture. The Ethernet topology is said to be a star bus. [7, p. 962] This means each PC is connected directly to a hub. If the hub fails, so do all PC's connected to the hub. If a cable fails, only the PC attached to the bad cable with fail to share

network assets. The star bus is the topology of choice for a small work group and will be the only network topology discussed.

B. NETWORK HARDWARE

The peer to peer network using Windows 95 can support many users. However, it is recommended for 10 PC's or less. [8, p. 189] The components needed are a network adapter card for every machine, CAT 5 cable, and an Ethernet hub. As mentioned earlier, 10/100 network cards are preferred. The low cost hubs (10baseT, slower) are the cheapest when cost is an issue. The CAT 5 cable can be put together manually or purchased in specific lengths. For a small network it would be most beneficial to buy the cable with connectors attached.

C. PEER TO PEER NETWORK SETUP

Network setup includes installing network adapter cards, installing the cables to the hub and configuring Windows 95 for networking. A network plug and play adapter is the easiest to configure because Windows 95 will recognize the card upon bootup. After the network card is installed into an available bus slot and fastened in place, power up the system and the appropriate NIC driver should be loaded. The user may be prompted to reinsert the system disk to load the correct driver. If the NIC comes with a driver diskette, the user may be prompted to insert the manufacturer's driver if Windows can not find one from their list.

Connecting the Ethernet cable simply involves snapping each connector to each NIC and to each port on the hub. Hubs can be simple repeaters or more sophisticated switching hubs. A simple, inexpensive hub is all that is needed for a small work group.

System setup is the next step. Select the network dialog box from the control panel. The network box contains three tabs: Configuration, Identification and Access Control. From the configuration tab make sure the following are listed:

- Client for Microsoft Networks
- A driver specific to your network card
- NetBEUI
- File and printer sharing for Microsoft Networks

Items can be added using the Add button, select Client, Adapter, Protocol or Service; and select what is needed. Next, make the Primary Network Logon window from the network box read: Client for Microsoft Networks. Click on the file and print sharing button and select the two check boxes to allow access to files and printers if desired (which is usually the case in a work group). Next, click on the Identification tab and type in a computer name, workgroup name and computer description. The workgroup name is most important because this will be used later to join other network machines.

The last steps include configuring those devices that one wishes to share. The easiest way to share a hard drive or a specific folder is to right click on the object from explorer and select sharing from the options. A sharing dialog box allows the user to

provide a share name and specify access type: read only, full or password required. [7, P. 970 -990]

D. CLIENT/SERVER NETWORKS

One step further into the true power of a network involves a client/server network. This has far greater security, capability and performance. The disadvantages of a client/server network include: significant systems management, greater costs for server software and hardware and complexity. IT 21 has endorsed Windows NT 4.0 or higher as the network of choice for the Navy in 1997. NT has become a rising star in network operating systems and is poised to edge out Novell, the former network operating system market leader. By standardizing on this system, greater compatibility and system understanding are certain to follow. Microsoft Office 97, which includes Access 97, is capable of operating on both Windows 95 and Windows NT systems.

A limitation of Access is that only one user may edit the same table at one time. If two users, for example, attempt to edit Enlisted data at the same time, only one will be allowed write access. Client/Server software, like Oracle's DBMS 8.0, has the capability to support multiple users to the same database. Client/Server software is much more costly than client only software products. Other server software, such as Microsoft SQL server, have the power to support multiple database users at the same time.

Some of the advantages found in a Client/Server network include:

- Networking many local and distant users many thousands of miles away
- Providing file level security

- Providing Internet access to all users
- Sharing files, applications, printers, CD Roms, Hard Drives and more

The advantages to operating on a client/server network are tremendous, however the total cost of ownership is also much higher. Network set up and administration duties are significant. A network administrator should be assigned to adequately configure and maintain the client/server network using Windows NT. The administrator can worry about the details; the organization can reap the benefits of collaboration and distributed access through the computer network.

VI. SUMMARY

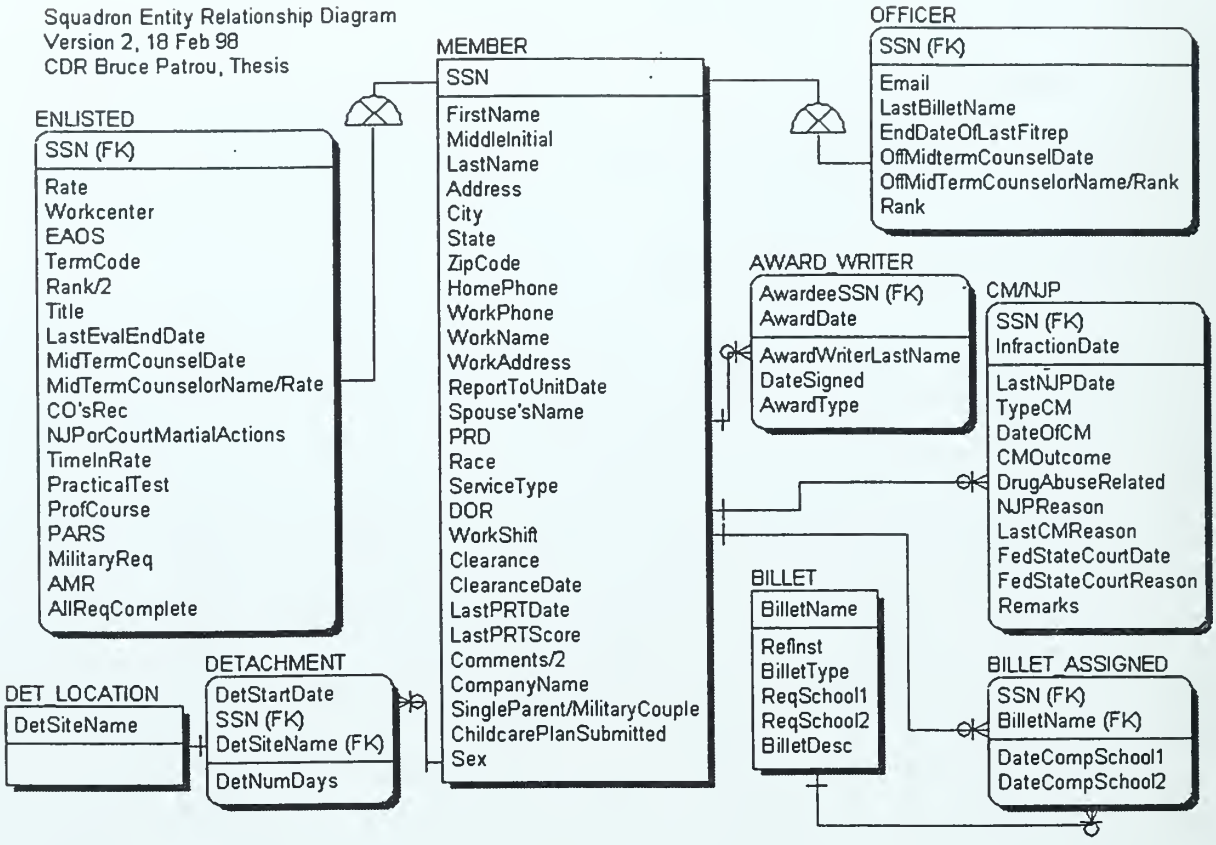
Data gathering from the units of CVWR-20 was difficult because most potential users were very busy trying to keep up with day to day requirements. The data was collated and summarized by the author. The author then confirmed the results to ensure accurate requirements and needs. Like most thesis students, the author had to overcome reluctance from skeptical users to provide honest information.

After the facts were collected and summarized the application began using Access 97. Several iterations followed in order to reach a stable relationship between the tables. Table content and the relationships between tables were the most difficult and critical to the prototpye development process. Once the application was moving and the tables were stable, things flowed rather smoothly.

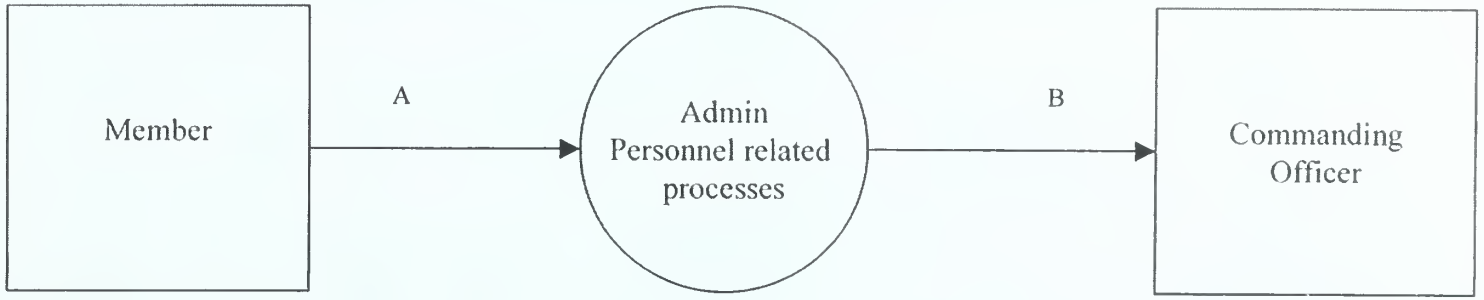
The final prototype will serve to assist Strike Fighter Squadron and other CVWR-20 squadrons in their day to day operations of providing administrative support to full time and part time sailors. The goal of this application is to replace the word processor and paper systems targetted by this database which frequently took many man hours to maintain, and produced incomplete and fragmented results. The benefits of the users learning database functionality in a networked environment will also return high yeilds in understanding the power and effectiveness of network computing. In addition, this prototype can be used to better manage the squadron's current systems and more effectively determine the areas that need more information technology efforts.

APPENDIX A. DATA FLOW DIAGRAMS AND DATA MODEL

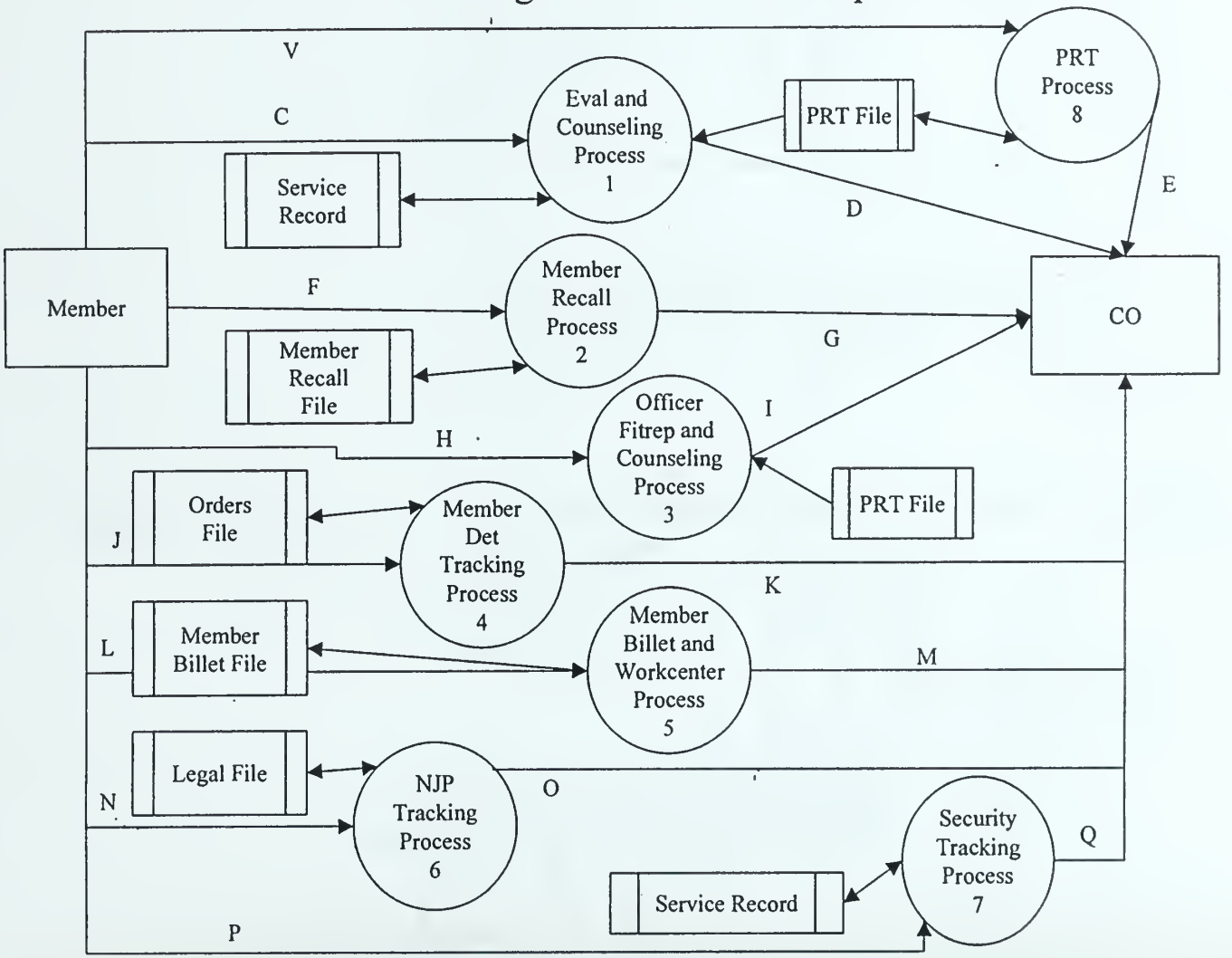
Data flow diagrams show a graphical representation of the process information flows selected for this project. The database data model shows a view of each table and the relationship of each. The data model is represented by an Entity Relationship diagram which uses lines to connect tables with circles, vertical lines and a crows foot to represent different cardinalities. A circle equates to a relationship that may have zero occurrences. A small vertical line indicates a single occurrence and the crows foot indicates that many instances may occur.


Squadron Entity Relationship Diagram
Version 2, 18 Feb 98
CDR Bruce Patrou, Thesis
ENLISTED
SSN (FK)
Rate
Workcenter
EAOS
TermCode
Rank/2
Title
LastEvalEndDate
MidTermCounselDate
MidTermCounselorName/Rate
CO'sRec
NJPorCourtMartialActions
TimeInRate
PracticalTest
ProfCourse
PARS
MilitaryReq
AMR
AllReqComplete
MEMBER
SSN
FirstName
MiddleInitial
LastName
Address
City
State
ZipCode
HomePhone
WorkPhone
WorkName
WorkAddress
ReportToUnitDate
Spouse'sName
PRD
Race
ServiceType
DOR
WorkShift
Clearance
ClearanceDate
LastPRTDate
LastPRTScore
Comments/2
CompanyName
SingleParent/MilitaryCouple
ChildcarePlanSubmitted
Sex
OFFICER
SSN (FK)
Email
LastBilletName
EndDateOfLastFitrep
OffMidtermCounselDate
OffMidTermCounselorName/Rank
Rank
AWARD_WRITER
AwardeeSSN (FK)
AwardDate
AwardWriterLastName
DateSigned
AwardType
CM/NJP
SSN (FK)
InfractionDate
LastNJPDate
TypeCM
DateOfCM
CMOutcome
DrugAbuseRelated
NJPReason
LastCMReason
FedStateCourtDate
FedStateCourtReason
Remarks
BILLET
BilletName
RefInst
BilletType
ReqSchool1
ReqSchool2
BilletDesc
BILLET_ASSIGNED
SSN (FK)
BilletName (FK)
DateCompSchool1
DateCompSchool2
DETACHMENT
DetStartDate
SSN (FK)
DetSiteName (FK)
DetNumDays
DET_LOCATION
DetSiteName

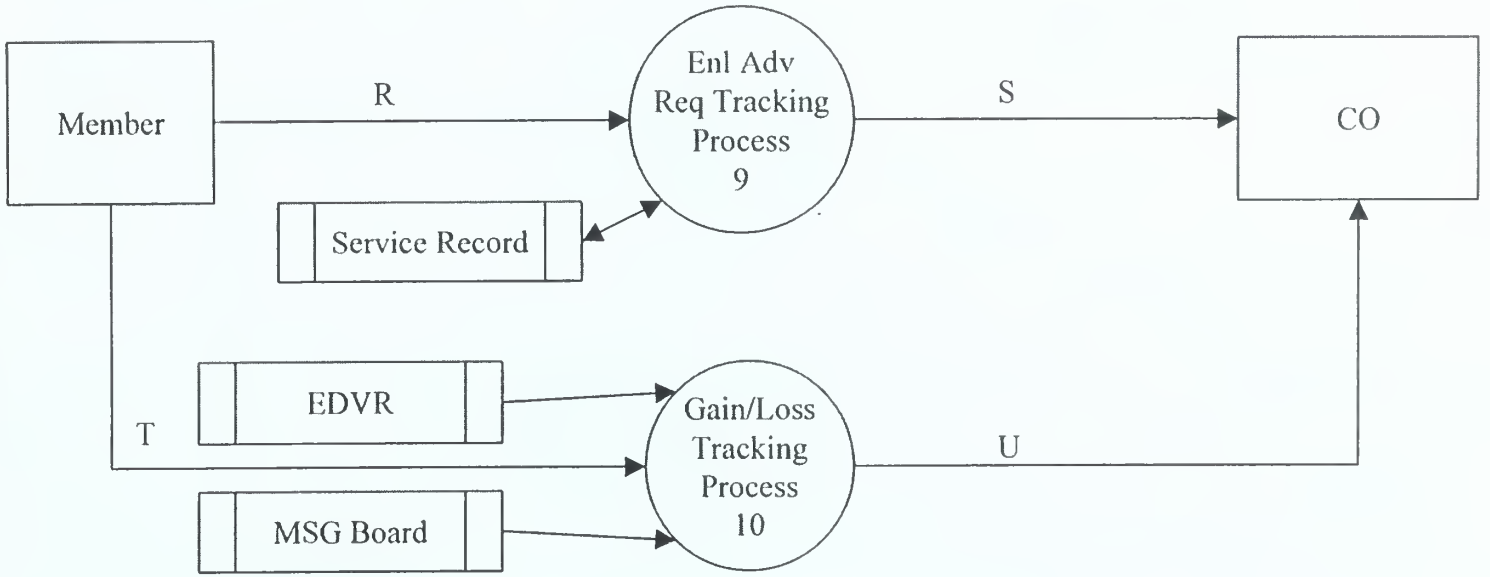
Personnel Context Diagram



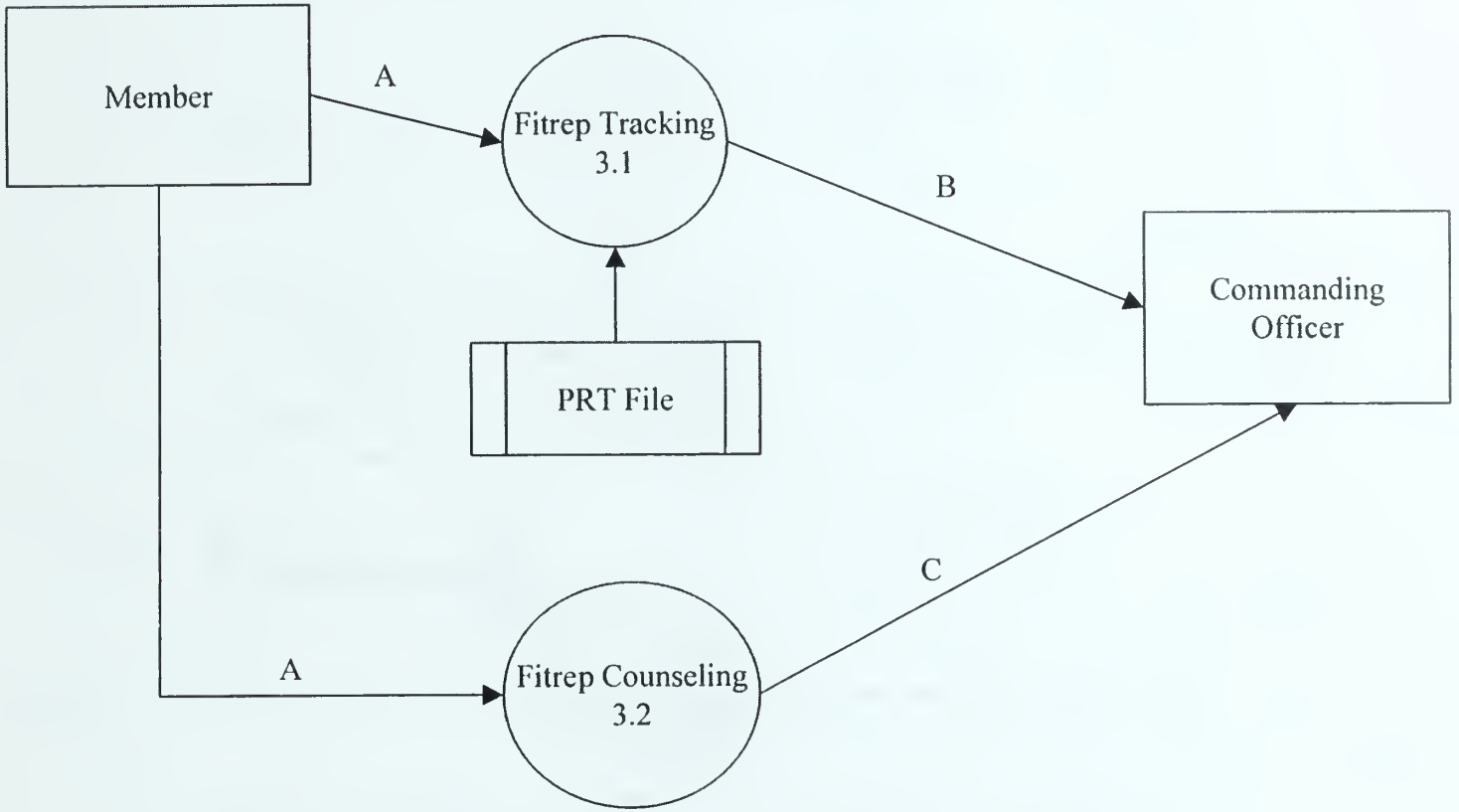
Level 0 Data Flow Diagram for a Reserve Squadron DataBase



Level 0 Diagram Continued

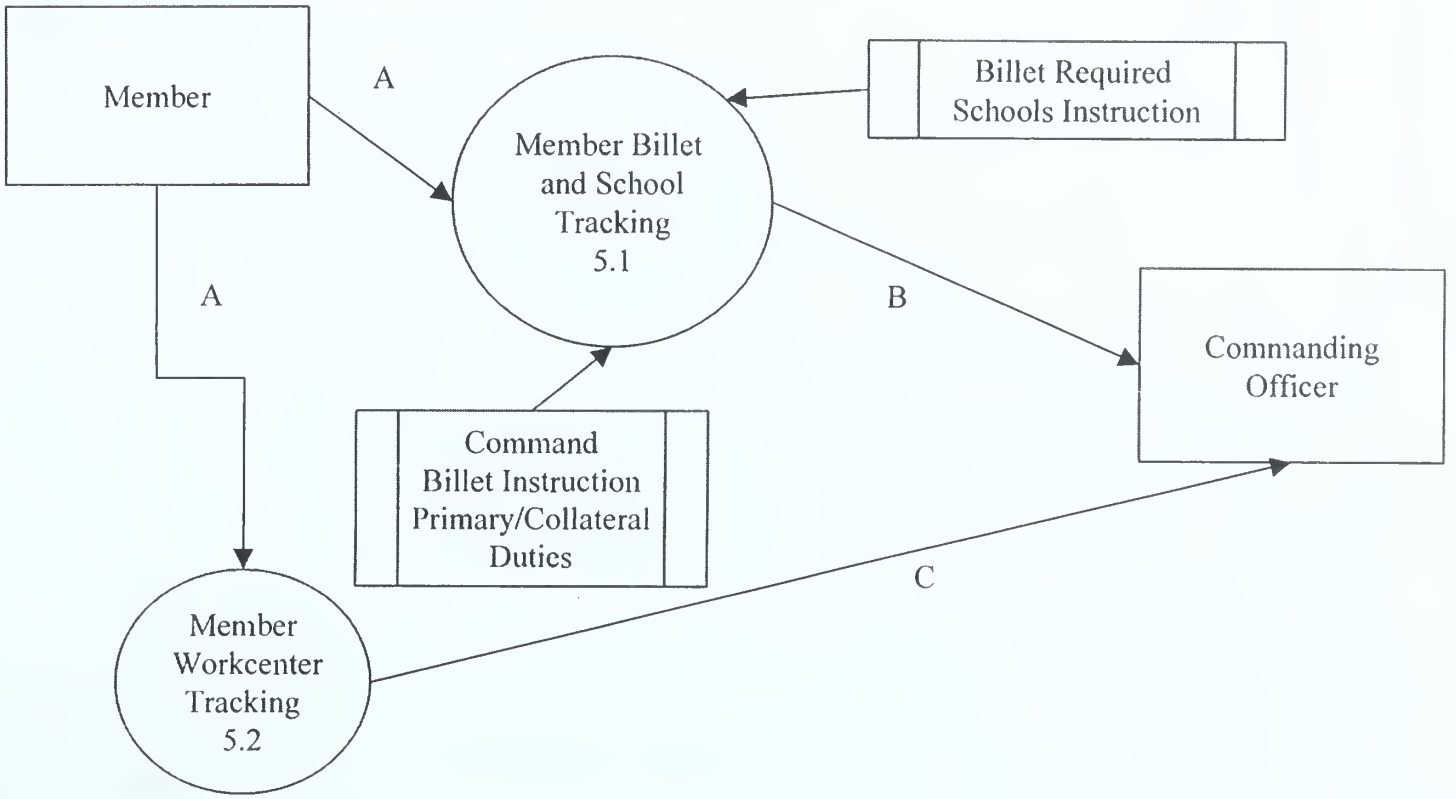


Fitness Report Tracking and Counseling Process



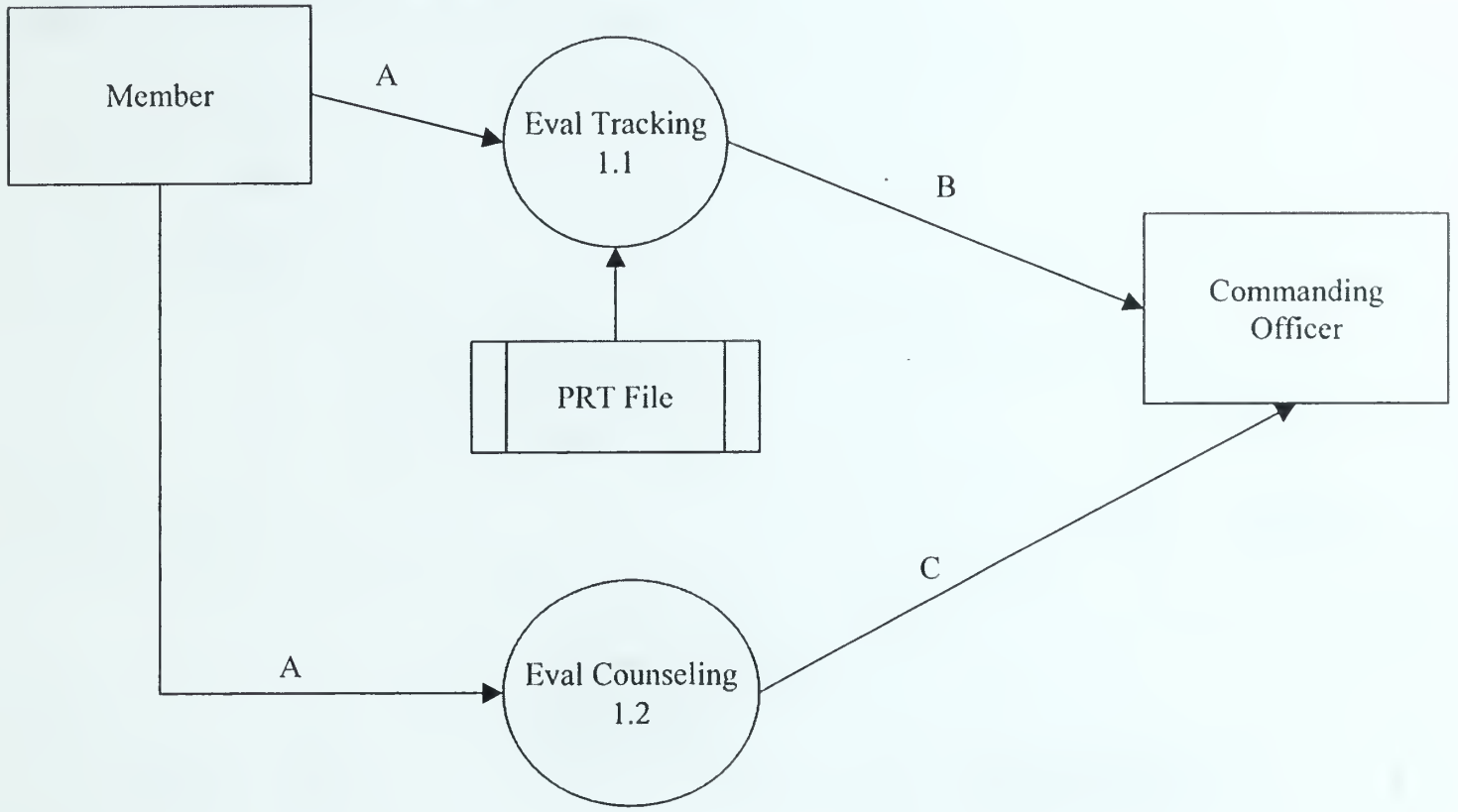
A: Member Fitrep Data
B: Fitrep Tracking Report
C: Fitrep Counseling Report

Member Billet/School and Work Center Assignment Tracking Process



A: Member's assigned Workcenter and or Billet data
B: Member's Assigned Billet Report (primary and collateral)
C: Member's Assigned Work Center Report

Evaluation Tracking and Counseling Process



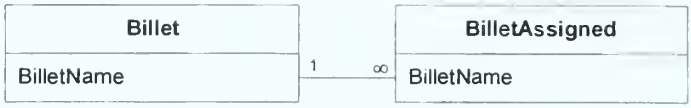
A: Member Eval Data
B: Eval Tracking Report
C: Eval Counseling Report

APPENDIX B. APPLICATION TABLES

The nine tables that make up the database are listed in this Appendix, showing all relationships, properties and other metadata. These reports are generated by Access 97 using the documentor tools.

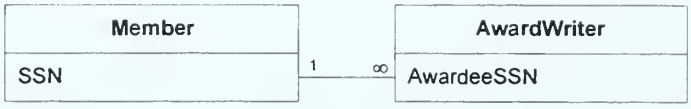
Relationships

BilletBilletAssigned



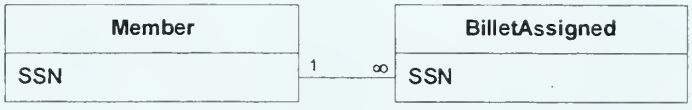
Access Key:	One-To-Many
Attributes:	Enforced, Cascade Updates, Cascade Deletes

MemberAwardWriter



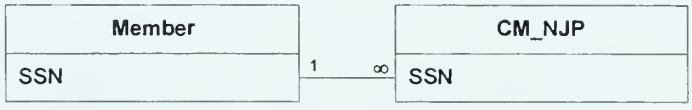
Attributes:	One-To-Many
Attributes:	Enforced, Cascade Updates, Cascade Deletes

MemberBilletAssigned



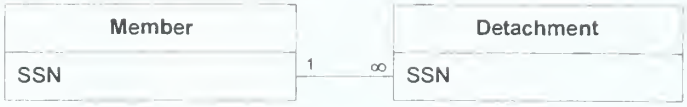
Attributes:	One-To-Many
Attributes:	Enforced, Cascade Updates, Cascade Deletes

MemberCM_NJP



Attributes:	Enforced, Cascade Updates, Cascade Deletes
Attributes:	One-To-Many

MemberDetachment

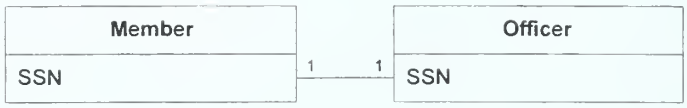


Attributes:	Enforced, Cascade Updates, Cascade Deletes
Attributes:	One-To-Many

MemberEnlisted

Attributes:	One-To-One
Attributes:	Unique, Enforced, Cascade Updates, Cascade Deletes

MemberOfficer



Attributes:	One-To-One
Attributes:	Unique, Enforced, Cascade Updates, Cascade Deletes

Reference1

Attributes:	Not Enforced
Attributes:	One-To-Many

Properties

Date Created:	12/2/97 7:42:40 PM	Def. Updatable:	True
Last Updated:	2/3/98 10:16:54 PM	OrderByOn:	False
RecordCount:	3		

Columns

Name		Type	Size
AwardeeSSN		Text	11
AllowZeroLength:	False		
Attributes:	Variable Length		
Collating Order:	General		
ColumnHidden:	False		
ColumnOrder:	Default		
ColumnWidth:	Default		
Description:	SSN of Awardee		
DisplayControl:	Text Box		
Input Mask:	000\-00\-0000;;_		
Ordinal Position:	1		
Required:	True		
Source Field:	AwardeeSSN		
Source Table:	AwardWriter		
AwardWriterLastName		Text	25
AllowZeroLength:	False		
Attributes:	Variable Length		
Collating Order:	General		
ColumnHidden:	False		
ColumnOrder:	Default		
ColumnWidth:	Default		
Description:	Award Writer's Last Name		
DisplayControl:	Text Box		
Ordinal Position:	2		
Required:	True		
Source Field:	AwardWriterLastName		
Source Table:	AwardWriter		
AwardDate		Date/Time	8
AllowZeroLength:	False		
Attributes:	Fixed Size		
Collating Order:	General		
ColumnHidden:	False		
ColumnOrder:	Default		
ColumnWidth:	Default		

Description:	Date the Award was assigned to Award Writer	
Format:	ddmmmyyyy	
Input Mask:	99\->L<LL\-0000;0;_	
Ordinal Position:	3	
Required:	True	
Source Field:	AwardDate	
Source Table:	AwardWriter	
DateSigned	Date/Time	8
AllowZeroLength:	False	
Attributes:	Fixed Size	
Collating Order:	General	
ColumnHidden:	False	
ColumnOrder:	Default	
ColumnWidth:	Default	
Description:	Date Award was Signed by Awarding Authority	
Format:	ddmmmyyyy	
Input Mask:	99\->L<LL\-0000;0;_	
Ordinal Position:	4	
Required:	False	
Source Field:	DateSigned	
Source Table:	AwardWriter	
AwardType	Text	10
AllowZeroLength:	False	
Attributes:	Variable Length	
Bound Column:	1	
Collating Order:	General	
Column Count:	1	
Column Heads:	False	
Column Widths:	1155	
ColumnHidden:	False	
ColumnOrder:	Default	
ColumnWidth:	Default	
Description:	Type of Award	
DisplayControl:	Combo Box	
Limit To List:	False	
List Rows:	8	
List Width:	1155twip	
Ordinal Position:	6	
Required:	False	
Row Source Type:	Value List	
Row Source:	"Unit LOA";"Unit LOC";"Unit NAM";"CNARF NAM";"CNARF MSM";"CNARF LOC";"Other"	
Source Field:	AwardType	
Source Table:	AwardWriter	

Properties

Date Created:	12/2/97 7:22:18 PM	Def. Updatable:	True
Last Updated:	2/4/98 12:36:57 PM	OrderByOn:	False
RecordCount:	7		

Columns

Name	Type	Size
BilletName	Text	40
AllowZeroLength:	False	
Attributes:	Variable Length	
Collating Order:	General	
ColumnHidden:	False	
ColumnOrder:	Default	
ColumnWidth:	3690	
Description:	Billet Name	
DisplayControl:	Text Box	
Ordinal Position:	1	
Required:	True	
Source Field:	BilletName	
Source Table:	Billet	
RefInst	Text	30
AllowZeroLength:	False	
Attributes:	Variable Length	
Collating Order:	General	
ColumnHidden:	False	
ColumnOrder:	Default	
ColumnWidth:	Default	
Description:	Reference Instruction	
DisplayControl:	Text Box	
Ordinal Position:	2	
Required:	False	
Source Field:	RefInst	
Source Table:	Billet	
BilletType	Text	15
AllowZeroLength:	False	
Attributes:	Variable Length	
Bound Column:	1	
Collating Order:	General	
Column Count:	1	
Column Heads:	False	
Column Widths:	1440	

	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Default Value:	"Primary"	
	Description:	Primary or Collateral	
	DisplayControl:	Combo Box	
	Limit To List:	False	
	List Rows:	8	
	List Width:	1440twip	
	Ordinal Position:	3	
	Required:	False	
	Row Source Type:	Value List	
	Row Source:	"Primary";"Collateral"	
	Source Field:	BilletType	
	Source Table:	Billet	
ReqSchool1		Text	30
	AllowZeroLength:	False	
	Attributes:	Variable Length	
	Collating Order:	General	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Description:	Required School	
	DisplayControl:	Text Box	
	Ordinal Position:	4	
	Required:	False	
	Source Field:	ReqSchool1	
	Source Table:	Billet	
ReqSchool2		Text	30
	AllowZeroLength:	False	
	Attributes:	Variable Length	
	Collating Order:	General	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Description:	Required School	
	DisplayControl:	Text Box	
	Ordinal Position:	5	
	Required:	False	
	Source Field:	ReqSchool2	
	Source Table:	Billet	
BilletDesc		Memo	-
	AllowZeroLength:	False	
	Attributes:	Variable Length	
	Collating Order:	General	

ColumnHidden:	False
ColumnOrder:	Default
ColumnWidth:	Default
Description:	Billet Description
Ordinal Position:	6
Required:	False
Source Field:	BilletDesc
Source Table:	Billet

Properties

Date Created:	12/2/97 7:22:53 PM	Def. Updatable:	True
Last Updated:	2/4/98 12:36:57 PM	OrderByOn:	False
RecordCount:	8		

Columns

Name	Type	Size
SSN	Text	11

AllowZeroLength:	False
Attributes:	Variable Length
Collating Order:	General
ColumnHidden:	False
ColumnOrder:	Default
ColumnWidth:	Default
Description:	SSN #
DisplayControl:	Text Box
Input Mask:	000\-00\-0000;;_
Ordinal Position:	1
Required:	True
Source Field:	SSN
Source Table:	BilletAssigned

BilletName	Text	40

AllowZeroLength:	False
Attributes:	Variable Length
Bound Column:	1
Collating Order:	General
Column Count:	1
Column Heads:	False
Column Widths:	1440
ColumnHidden:	False
ColumnOrder:	Default
ColumnWidth:	Default
Description:	Billet Name
DisplayControl:	Combo Box
Limit To List:	False
List Rows:	8
List Width:	1440twip
Ordinal Position:	2
Required:	True
Row Source Type:	Table/Query
Row Source:	SELECT DISTINCTROW [Billet].[BilletName] FROM [Billet];
Source Field:	BilletName

	Source Table:	BilletAssigned	
DateCompSchool1		Date/Time	8
	AllowZeroLength:	False	
	Attributes:	Fixed Size	
	Collating Order:	General	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Description:	Date Completed School 1	
	Format:	ddmmmyyyy	
	Input Mask:	99\->L<LL\-0000;0;_	
	Ordinal Position:	3	
	Required:	False	
	Source Field:	DateCompSchool1	
	Source Table:	BilletAssigned	
DateCompSchool2		Date/Time	8
	AllowZeroLength:	False	
	Attributes:	Fixed Size	
	Collating Order:	General	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Description:	Date Completed School 2	
	Format:	ddmmmyyyy	
	Input Mask:	99\->L<LL\-0000;0;_	
	Ordinal Position:	4	
	Required:	False	
	Source Field:	DateCompSchool2	
	Source Table:	BilletAssigned	

Properties

Date Created:	12/2/97 7:29:00 PM	Def. Updatable:	True
Last Updated:	2/3/98 10:36:37 PM	OrderByOn:	False
RecordCount:	8		

Columns

Name	Type	Size
SSN	Text	11
AllowZeroLength:	False	
Attributes:	Variable Length	
Collating Order:	General	
ColumnHidden:	False	
ColumnOrder:	Default	
ColumnWidth:	Default	
Description:	SSN of Member	
DisplayControl:	Text Box	
Input Mask:	000\-00\-0000;;_	
Ordinal Position:	1	
Required:	True	
Source Field:	SSN	
Source Table:	CM_NJP	
InfractionDate	Date/Time	8
AllowZeroLength:	False	
Attributes:	Fixed Size	
Collating Order:	General	
ColumnHidden:	False	
ColumnOrder:	Default	
ColumnWidth:	Default	
Input Mask:	99\->L<LL\-0000;0;_	
Ordinal Position:	2	
Required:	True	
Source Field:	InfractionDate	
Source Table:	CM_NJP	
LastNJPReason	Text	50
AllowZeroLength:	False	
Attributes:	Variable Length	
Collating Order:	General	
ColumnHidden:	False	
ColumnOrder:	Default	
ColumnWidth:	Default	
Description:	Last NJP Reason	

DisplayControl:	Text Box	
Ordinal Position:	3	
Required:	False	
Source Field:	LastNJPReason	
Source Table:	CM_NJP	

LastNJPDate	Date/Time	8
AllowZeroLength:	False	
Attributes:	Fixed Size	
Collating Order:	General	
ColumnHidden:	False	
ColumnOrder:	Default	
ColumnWidth:	Default	
Description:	Last NJP Date	
Format:	ddmmmyyyy	
Input Mask:	99\->L<LL\-0000;0;_	
Ordinal Position:	4	
Required:	False	
Source Field:	LastNJPDate	
Source Table:	CM_NJP	

CMReason	Text	50
AllowZeroLength:	False	
Attributes:	Variable Length	
Collating Order:	General	
ColumnHidden:	False	
ColumnOrder:	Default	
ColumnWidth:	Default	
Description:	Court Martial Reason	
DisplayControl:	Text Box	
Input Mask:	000\-00\-0000;;_	
Ordinal Position:	5	
Required:	False	
Source Field:	CMReason	
Source Table:	CM_NJP	

DateOfCM	Date/Time	8
AllowZeroLength:	False	
Attributes:	Fixed Size	
Collating Order:	General	
ColumnHidden:	False	
ColumnOrder:	Default	
ColumnWidth:	Default	
Description:	Date of Court Martial	
Format:	ddmmmyyyy	
Input Mask:	99\->L<LL\-0000;0;_	
Ordinal Position:	6	
Required:	False	

	Source Field:	DateOfCM	
	Source Table:	CM_NJP	
CMOutcome		Memo	-
	AllowZeroLength:	False	
	Attributes:	Variable Length	
	Collating Order:	General	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Description:	Court Martial Outcome	
	Ordinal Position:	7	
	Required:	False	
	Source Field:	CMOutcome	
	Source Table:	CM_NJP	
FedStateCourtDate		Date/Time	8
	AllowZeroLength:	False	
	Attributes:	Fixed Size	
	Collating Order:	General	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Description:	Federal or State Court Date	
	Format:	ddmmmyyyy	
	Input Mask:	99\->L<LL\-0000;0;_	
	Ordinal Position:	8	
	Required:	False	
	Source Field:	FedStateCourtDate	
	Source Table:	CM_NJP	
FedStateCourtReason		Text	50
	AllowZeroLength:	False	
	Attributes:	Variable Length	
	Collating Order:	General	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Description:	Reason for Federal or Stare Court	
	DisplayControl:	Text Box	
	Ordinal Position:	9	
	Required:	False	
	Source Field:	FedStateCourtReason	
	Source Table:	CM_NJP	
DrugAbuseRelated		Yes/No	1
	AllowZeroLength:	False	
	Attributes:	Fixed Size	

Collating Order:	General
ColumnHidden:	False
ColumnOrder:	Default
ColumnWidth:	Default
Description:	Drug Abuse Related
DisplayControl:	106
Format:	Yes/No
Ordinal Position:	10
Required:	False
Source Field:	DrugAbuseRelated
Source Table:	CM_NJP

Remarks Memo -

AllowZeroLength:	False
Attributes:	Variable Length
Collating Order:	General
ColumnHidden:	False
ColumnOrder:	Default
ColumnWidth:	Default
Description:	Include previous NJP, data and outcome if any
Ordinal Position:	11
Required:	False
Source Field:	Remarks
Source Table:	CM_NJP

Properties

Date Created:	12/1/97 9:20:32 AM	Def. Updatable:	True
Last Updated:	2/3/98 10:16:41 PM	OrderByOn:	False
RecordCount:	12		

Columns

Name	Type	Size
DetStartDate	Date/Time	8
AllowZeroLength:	False	
Attributes:	Fixed Size	
Collating Order:	General	
ColumnHidden:	False	
ColumnOrder:	Default	
ColumnWidth:	Default	
Description:	Detachment Start Date	
Format:	ddmmmyyyy	
Input Mask:	99\->L<LL\-0000;0;_	
Ordinal Position:	1	
Required:	True	
Source Field:	DetStartDate	
Source Table:	Detachment	
SSN	Text	11
AllowZeroLength:	False	
Attributes:	Variable Length	
Collating Order:	General	
ColumnHidden:	False	
ColumnOrder:	Default	
ColumnWidth:	Default	
Description:	Social Security Number	
DisplayControl:	Text Box	
Input Mask:	000\-00\-0000;;_	
Ordinal Position:	2	
Required:	True	
Source Field:	SSN	
Source Table:	Detachment	
DetSiteName	Text	20
AllowZeroLength:	False	
Attributes:	Variable Length	
Bound Column:	1	
Collating Order:	General	
Column Count:	1	

Column Heads:	False
Column Widths:	1440
ColumnHidden:	False
ColumnOrder:	Default
ColumnWidth:	Default
Description:	Need pull down list
DisplayControl:	Combo Box
Limit To List:	False
List Rows:	8
List Width:	1440twip
Ordinal Position:	3
Required:	True
Row Source Type:	Table/Query
Row Source:	SELECT DISTINCTROW [DetLocation].[DetSiteName] FROM [DetLocation];
Source Field:	DetSiteName
Source Table:	Detachment

NumDaysOnDet Number (Integer) 2

AllowZeroLength:	False
Attributes:	Fixed Size
Collating Order:	General
ColumnHidden:	False
ColumnOrder:	Default
ColumnWidth:	1755
Decimal Places:	Auto
Default Value:	0
Description:	Number of Days on Detachment
DisplayControl:	Text Box
Ordinal Position:	4
Required:	False
Source Field:	NumDaysOnDet
Source Table:	Detachment

Properties

Date Created:	12/1/97 9:32:28 AM	Def. Updatable:	True
Last Updated:	1/26/98 3:11:10 PM	OrderByOn:	False
RecordCount:	12		

Columns

Name	Type	Size
DetSiteName	Text	20

AllowZeroLength:	False
Attributes:	Variable Length
Bound Column:	1
Collating Order:	General
Column Count:	1
Column Heads:	False
Column Widths:	1440
ColumnHidden:	False
ColumnOrder:	Default
ColumnWidth:	1875
Description:	Detachment Site Name
DisplayControl:	Combo Box
Limit To List:	False
List Rows:	8
List Width:	1440twip
Ordinal Position:	1
Required:	True
Row Source Type:	Value List
Row Source:	"Fallon";"Key West";"Oceana";"New Orleans";"Jacksonville";"Roosevelt Roads";"Norfolk";"Beaufort";"Cherry Point";"Dallas";"Other"
Source Field:	DetSiteName
Source Table:	DetLocation

Properties

Date Created:	12/1/97 8:50:41 AM	Def. Updatable:	True
Last Updated:	2/11/98 1:26:58 PM	OrderByOn:	False
RecordCount:	21		

Columns

Name		Type	Size
SSN		Text	11
	AllowZeroLength:	False	
	Attributes:	Variable Length	
	Collating Order:	General	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	DisplayControl:	Text Box	
	Input Mask:	000\-00\-0000;;_	
	Ordinal Position:	1	
	Required:	True	
	Source Field:	SSN	
	Source Table:	Enlisted	
Rate		Text	10
	AllowZeroLength:	False	
	Attributes:	Variable Length	
	Bound Column:	1	
	Collating Order:	General	
	Column Count:	1	
	Column Heads:	False	
	Column Widths:	750	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Description:	NEEDS TO BE FILLED WITH ALL AVIATION RATES (make click list)	
	DisplayControl:	Combo Box	
	Limit To List:	False	
	List Rows:	8	
	List Width:	750twip	
	Ordinal Position:	2	
	Required:	False	
	Row Source Type:	Value List	
	Row Source:	"AB";"ABH";"AD";"AE";"AK";"AME";"AMH";"AMS";"AN";"AO";"AS";"AT";"AVCM";"AFCM";"AZ";"DK";"FN";"HN";"IS";"LN";"MS";"OS";"PN";"YN";"OTHER"	
	Source Field:	Rate	

	Source Table:	Enlisted	
Rank		Text	15
	AllowZeroLength:	False	
	Attributes:	Variable Length	
	Bound Column:	2	
	Collating Order:	General	
	Column Count:	2	
	Column Heads:	False	
	Column Widths:	915;330	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Description:	Rank	
	DisplayControl:	Combo Box	
	Limit To List:	True	
	List Rows:	8	
	List Width:	1245twip	
	Ordinal Position:	3	
	Required:	False	
	Row Source Type:	Value List	
	Row Source:	"E1";1;"E2";2;"E3";3;"E4, 3rd";4;"E5, 2nd";5;"E6, 1st";6;"E7, Chief";7;"E8, Senior";8;"E9, Master";9	
	Source Field:	Rank	
	Source Table:	Enlisted	
WorkCenter		Text	20
	AllowZeroLength:	False	
	Attributes:	Variable Length	
	Bound Column:	1	
	Collating Order:	General	
	Column Count:	1	
	Column Heads:	False	
	Column Widths:	2115	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Description:	Workcenter assigned	
	DisplayControl:	Combo Box	
	Limit To List:	False	
	List Rows:	8	
	List Width:	2115twip	
	Ordinal Position:	4	
	Required:	False	
	Row Source Type:	Value List	
	Row Source:	"Admin";"Operations";"Safety";"Training";"020, Maint Control";"030, Maint Admin";"040, QA";"050, Supply";"12C, Corrosion";"13A,	

		Paraloft";"13B, Seat Shop";"05C, IMRL";"110, Power Plants";"120, Airframes";"220, Electricians";"230, Ordanance";"280, Avionics";"310, Line";"320, Line Trouble shooters";"TAD";"Other"
	Source Field:	WorkCenter
	Source Table:	Enlisted
Title		Text 20
	AllowZeroLength:	False
	Attributes:	Variable Length
	Collating Order:	General
	ColumnHidden:	False
	ColumnOrder:	Default
	ColumnWidth:	Default
	Description:	Supervisor, etc.
	DisplayControl:	Text Box
	Ordinal Position:	5
	Required:	False
	Source Field:	Title
	Source Table:	Enlisted
EAOS		Date/Time 8
	AllowZeroLength:	False
	Attributes:	Fixed Size
	Collating Order:	General
	ColumnHidden:	False
	ColumnOrder:	Default
	ColumnWidth:	Default
	Description:	End of Active Duty Obligated Service
	Format:	ddmmmyyyy
	Input Mask:	99\->L<LL\-0000;0;_
	Ordinal Position:	6
	Required:	False
	Source Field:	EAOS
	Source Table:	Enlisted
TermCode		Text 10
	AllowZeroLength:	False
	Attributes:	Variable Length
	Bound Column:	1
	Collating Order:	General
	Column Count:	1
	Column Heads:	False
	Column Widths:	1440
	ColumnHidden:	False
	ColumnOrder:	Default
	ColumnWidth:	Default

Description:	1st, 2nd, or Career	
DisplayControl:	Combo Box	
Limit To List:	False	
List Rows:	8	
List Width:	1440twip	
Ordinal Position:	7	
Required:	False	
Row Source Type:	Value List	
Row Source:	"1st";"2nd";"Career"	
Source Field:	TermCode	
Source Table:	Enlisted	
LastEvalEndDate	Date/Time	8
AllowZeroLength:	False	
Attributes:	Fixed Size	
Collating Order:	General	
ColumnHidden:	False	
ColumnOrder:	Default	
ColumnWidth:	Default	
Description:	Last Evaluation Period End Date	
Format:	ddmmmyyyy	
Input Mask:	99\->L<LL\-0000;0;_	
Ordinal Position:	8	
Required:	False	
Source Field:	LastEvalEndDate	
Source Table:	Enlisted	
MidTermCounselDate	Date/Time	8
AllowZeroLength:	False	
Attributes:	Fixed Size	
Collating Order:	General	
ColumnHidden:	False	
ColumnOrder:	Default	
ColumnWidth:	Default	
Description:	Midterm Counseling Date	
Format:	ddmmmyyyy	
Input Mask:	99\->L<LL\-0000;0;_	
Ordinal Position:	9	
Required:	False	
Source Field:	MidTermCounselDate	
Source Table:	Enlisted	
MidTermCounselorName/rate	Text	20
AllowZeroLength:	False	
Attributes:	Variable Length	
Collating Order:	General	
ColumnHidden:	False	
ColumnOrder:	Default	

	ColumnWidth:	Default	
	Description:	Name and Rate of Midterm Counselor	
	DisplayControl:	Text Box	
	Ordinal Position:	10	
	Required:	False	
	Source Field:	MidTermCounselorName/rate	
	Source Table:	Enlisted	
CO'sRec		Yes/No	1
	AllowZeroLength:	False	
	Attributes:	Fixed Size	
	Collating Order:	General	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Description:	Commanding Officer's Recommendation	
	DisplayControl:	106	
	Format:	Yes/No	
	Ordinal Position:	11	
	Required:	False	
	Source Field:	CO'sRec	
	Source Table:	Enlisted	
TimeInRate		Yes/No	1
	AllowZeroLength:	False	
	Attributes:	Fixed Size	
	Collating Order:	General	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Description:	Time in Rate Eligible	
	DisplayControl:	106	
	Format:	Yes/No	
	Ordinal Position:	12	
	Required:	False	
	Source Field:	TimeInRate	
	Source Table:	Enlisted	
PracticalTest		Yes/No	1
	AllowZeroLength:	False	
	Attributes:	Fixed Size	
	Bound Column:	1	
	Collating Order:	General	
	Column Count:	1	
	Column Heads:	False	
	Column Widths:	1440	
	ColumnHidden:	False	
	ColumnOrder:	Default	

	ColumnWidth:	Default	
	Description:	Practical Test	
	DisplayControl:	Combo Box	
	Format:	Yes/No	
	Limit To List:	False	
	List Rows:	8	
	List Width:	1440twip	
	Ordinal Position:	13	
	Required:	False	
	Row Source Type:	Value List	
	Row Source:	"Yes";"No"	
	Source Field:	PracticalTest	
	Source Table:	Enlisted	
ProfCourse		Text	3
	AllowZeroLength:	False	
	Attributes:	Variable Length	
	Bound Column:	1	
	Collating Order:	General	
	Column Count:	1	
	Column Heads:	False	
	Column Widths:	1440	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Description:	Professional Course	
	DisplayControl:	Combo Box	
	Limit To List:	False	
	List Rows:	8	
	List Width:	1440twip	
	Ordinal Position:	14	
	Required:	False	
	Row Source Type:	Value List	
	Row Source:	"Yes";"No";"NA"	
	Source Field:	ProfCourse	
	Source Table:	Enlisted	
PARS		Yes/No	1
	AllowZeroLength:	False	
	Attributes:	Fixed Size	
	Collating Order:	General	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	DisplayControl:	106	
	Format:	Yes/No	
	Ordinal Position:	15	
	Required:	False	

	Source Field:	PARS	
	Source Table:	Enlisted	
MilitaryReq		Text	3
	AllowZeroLength:	False	
	Attributes:	Variable Length	
	Bound Column:	1	
	Collating Order:	General	
	Column Count:	1	
	Column Heads:	False	
	Column Widths:	1440	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Description:	Military Requirements	
	DisplayControl:	Combo Box	
	Limit To List:	False	
	List Rows:	8	
	List Width:	1440twip	
	Ordinal Position:	16	
	Required:	False	
	Row Source Type:	Value List	
	Row Source:	"Yes";"No";"NA"	
	Source Field:	MilitaryReq	
	Source Table:	Enlisted	
AMR		Text	3
	AllowZeroLength:	False	
	Attributes:	Variable Length	
	Bound Column:	1	
	Collating Order:	General	
	Column Count:	1	
	Column Heads:	False	
	Column Widths:	1440	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Description:	Additional Military Requirements	
	DisplayControl:	Combo Box	
	Limit To List:	False	
	List Rows:	8	
	List Width:	1440twip	
	Ordinal Position:	17	
	Required:	False	
	Row Source Type:	Value List	
	Row Source:	"Yes";"No";"NA"	
	Source Field:	AMR	
	Source Table:	Enlisted	

AllReqsComplete		Yes/No	1
	AllowZeroLength:	False	
	Attributes:	Fixed Size	
	Collating Order:	General	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Description:	All Advancement requirements complete	
	DisplayControl:	106	
	Format:	Yes/No	
	Ordinal Position:	18	
	Required:	False	
	Source Field:	AllReqsComplete	
	Source Table:	Enlisted	
NJPorCourtMartialActions		Yes/No	1
	AllowZeroLength:	False	
	Attributes:	Fixed Size	
	Collating Order:	General	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Description:	Any NJP or Court Martial Actions Pending or Completed this Enlistment Period	
	DisplayControl:	106	
	Format:	Yes/No	
	Ordinal Position:	19	
	Required:	False	
	Source Field:	NJPorCourtMartialActions	
	Source Table:	Enlisted	

Properties

Date Created:	10/7/97 8:15:34 PM	Def. Updatable:	True
Last Updated:	2/11/98 1:07:01 PM	OrderByOn:	False
RecordCount:	37		

Columns

Name	Type	Size
SSN	Text	11
AllowZeroLength:	False	
Attributes:	Variable Length	
Collating Order:	General	
ColumnHidden:	False	
ColumnOrder:	Default	
ColumnWidth:	Default	
Description:	Social Security Number	
DisplayControl:	Text Box	
Input Mask:	000\-00\-0000;;_	
Ordinal Position:	1	
Required:	True	
Source Field:	SSN	
Source Table:	Member	
LastName	Text	30
AllowZeroLength:	False	
Attributes:	Variable Length	
Caption:	Last Name	
Collating Order:	General	
ColumnHidden:	False	
ColumnOrder:	Default	
ColumnWidth:	Default	
Description:	Last Name	
DisplayControl:	Text Box	
Ordinal Position:	2	
Required:	False	
Source Field:	LastName	
Source Table:	Member	
FirstName	Text	20
AllowZeroLength:	False	
Attributes:	Variable Length	
Caption:	First Name	
Collating Order:	General	
ColumnHidden:	False	

	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Description:	First Name	
	DisplayControl:	Text Box	
	Ordinal Position:	3	
	Required:	False	
	Source Field:	FirstName	
	Source Table:	Member	
MiddileInitial		Text	3
	AllowZeroLength:	False	
	Attributes:	Variable Length	
	Caption:	Middle Initial	
	Collating Order:	General	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Description:	Middle Initial	
	DisplayControl:	Text Box	
	Ordinal Position:	4	
	Required:	False	
	Source Field:	MiddileInitial	
	Source Table:	Member	
Address		Text	35
	AllowZeroLength:	False	
	Attributes:	Variable Length	
	Caption:	Street Address	
	Collating Order:	General	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Description:	Home Address	
	DisplayControl:	Text Box	
	Ordinal Position:	5	
	Required:	False	
	Source Field:	Address	
	Source Table:	Member	
City		Text	30
	AllowZeroLength:	False	
	Attributes:	Variable Length	
	Caption:	City	
	Collating Order:	General	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Default Value:	"Atlanta"	

	Description:	Home City	
	DisplayControl:	Text Box	
	Ordinal Position:	6	
	Required:	False	
	Source Field:	City	
	Source Table:	Member	
State		Text	2
	AllowZeroLength:	False	
	Attributes:	Variable Length	
	Caption:	2 letter State	
	Collating Order:	General	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Default Value:	"GA"	
	Description:	Home State	
	DisplayControl:	Text Box	
	Ordinal Position:	7	
	Required:	False	
	Source Field:	State	
	Source Table:	Member	
ZipCode		Text	10
	AllowZeroLength:	False	
	Attributes:	Variable Length	
	Caption:	Zip Code	
	Collating Order:	General	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Description:	Home Zip Code	
	DisplayControl:	Text Box	
	Input Mask:	00000\-9999	
	Ordinal Position:	8	
	Required:	False	
	Source Field:	ZipCode	
	Source Table:	Member	
HomePhone		Text	30
	AllowZeroLength:	False	
	Attributes:	Variable Length	
	Caption:	Home Phone	
	Collating Order:	General	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Description:	Home Phone	

	DisplayControl:	Text Box	
	Input Mask:	!\(999") "000\-0000	
	Ordinal Position:	9	
	Required:	False	
	Source Field:	HomePhone	
	Source Table:	Member	
CompanyName		Text	20
	AllowZeroLength:	False	
	Attributes:	Variable Length	
	Collating Order:	General	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Default Value:	"VFA-203"	
	Description:	Company Name if applies	
	DisplayControl:	Text Box	
	Ordinal Position:	10	
	Required:	False	
	Source Field:	CompanyName	
	Source Table:	Member	
WorkAddress		Text	25
	AllowZeroLength:	False	
	Attributes:	Variable Length	
	Caption:	Work Street Address	
	Collating Order:	General	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	2085	
	Description:	Work Address	
	DisplayControl:	Text Box	
	Ordinal Position:	11	
	Required:	False	
	Source Field:	WorkAddress	
	Source Table:	Member	
WorkState		Text	2
	AllowZeroLength:	False	
	Attributes:	Variable Length	
	Collating Order:	General	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Default Value:	"GA"	
	Description:	Work State	
	DisplayControl:	Text Box	
	Ordinal Position:	12	

	Required:	False	
	Source Field:	WorkState	
	Source Table:	Member	
WorkCity		Text	20
	AllowZeroLength:	False	
	Attributes:	Variable Length	
	Caption:	Work City	
	Collating Order:	General	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Default Value:	"Atlanta"	
	Description:	Work City	
	DisplayControl:	Text Box	
	Ordinal Position:	13	
	Required:	False	
	Source Field:	WorkCity	
	Source Table:	Member	
WorkZip		Text	15
	AllowZeroLength:	False	
	Attributes:	Variable Length	
	Caption:	Work Zip	
	Collating Order:	General	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Description:	Work Zip Code	
	DisplayControl:	Text Box	
	Input Mask:	00000\-9999;0;_	
	Ordinal Position:	14	
	Required:	False	
	Source Field:	WorkZip	
	Source Table:	Member	
WorkPhone		Text	30
	AllowZeroLength:	False	
	Attributes:	Variable Length	
	Caption:	Work Phone	
	Collating Order:	General	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Description:	Work Phone	
	DisplayControl:	Text Box	
	Input Mask:	!\(999") "000\-0000	
	Ordinal Position:	15	

Required:	False	
Source Field:	WorkPhone	
Source Table:	Member	
ReportToUnitDate	Date/Time	8
AllowZeroLength:	False	
Attributes:	Fixed Size	
Caption:	Date Reported to Unit	
Collating Order:	General	
ColumnHidden:	False	
ColumnOrder:	Default	
ColumnWidth:	2190	
Description:	Date Reported to the Unit	
Format:	ddmmmyyyy	
Input Mask:	99\->L<LL\-0000;0;_	
Ordinal Position:	16	
Required:	False	
Source Field:	ReportToUnitDate	
Source Table:	Member	
Spouse'sName	Text	15
AllowZeroLength:	False	
Attributes:	Variable Length	
Caption:	Spouse's First Name	
Collating Order:	General	
ColumnHidden:	False	
ColumnOrder:	Default	
ColumnWidth:	Default	
Description:	Spouse's First Name	
DisplayControl:	Text Box	
Ordinal Position:	17	
Required:	False	
Source Field:	Spouse'sName	
Source Table:	Member	
ServiceType	Text	10
AllowZeroLength:	False	
Attributes:	Variable Length	
Bound Column:	1	
Collating Order:	General	
Column Count:	1	
Column Heads:	False	
Column Widths:	1440	
ColumnHidden:	False	
ColumnOrder:	Default	
ColumnWidth:	Default	
Description:	TAR, Selres, Reg. Navy, Other	
DisplayControl:	Combo Box	

	Limit To List:	False	
	List Rows:	8	
	List Width:	1440twip	
	Ordinal Position:	18	
	Required:	False	
	Row Source Type:	Value List	
	Row Source:	"TAR";"SELRES";"RegNavy"	
	Source Field:	ServiceType	
	Source Table:	Member	
DOR		Date/Time	8
	AllowZeroLength:	False	
	Attributes:	Fixed Size	
	Collating Order:	General	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Description:	Date of Rank	
	Format:	ddmmmyyyy	
	Input Mask:	99\->L<LL\-0000;0;_	
	Ordinal Position:	19	
	Required:	False	
	Source Field:	DOR	
	Source Table:	Member	
PRD		Date/Time	8
	AllowZeroLength:	False	
	Attributes:	Fixed Size	
	Collating Order:	General	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Description:	Periodic Rotation Date	
	Format:	ddmmmyyyy	
	Input Mask:	99\->L<LL\-0000;0;_	
	Ordinal Position:	20	
	Required:	False	
	Source Field:	PRD	
	Source Table:	Member	
WorkShift		Text	10
	AllowZeroLength:	False	
	Attributes:	Variable Length	
	Bound Column:	1	
	Collating Order:	General	
	Column Count:	1	
	Column Heads:	False	
	Column Widths:	870	

	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Description:	Day, Night or Midcheck	
	DisplayControl:	Combo Box	
	Limit To List:	False	
	List Rows:	8	
	List Width:	870twip	
	Ordinal Position:	21	
	Required:	False	
	Row Source Type:	Value List	
	Row Source:	"Day";"Night";"Mid-Check"	
	Source Field:	WorkShift	
	Source Table:	Member	
SingleParent/MilitaryCouple		Yes/No	1
	AllowZeroLength:	False	
	Attributes:	Fixed Size	
	Collating Order:	General	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Description:	Single Parent or Military Couple	
	DisplayControl:	106	
	Format:	Yes/No	
	Ordinal Position:	22	
	Required:	False	
	Source Field:	SingleParent/MilitaryCouple	
	Source Table:	Member	
ChildcarePlanSubmitted		Yes/No	1
	AllowZeroLength:	False	
	Attributes:	Fixed Size	
	Collating Order:	General	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Description:	Childcare plan submitted in the event of deployment	
	DisplayControl:	106	
	Format:	Yes/No	
	Ordinal Position:	23	
	Required:	False	
	Source Field:	ChildcarePlanSubmitted	
	Source Table:	Member	
Race		Text	10
	AllowZeroLength:	False	
	Attributes:	Variable Length	

Bound Column:	1	
Collating Order:	General	
Column Count:	1	
Column Heads:	False	
Column Widths:	1440	
ColumnHidden:	False	
ColumnOrder:	Default	
ColumnWidth:	Default	
Description:	Race	
DisplayControl:	Combo Box	
Limit To List:	False	
List Rows:	8	
List Width:	1440twip	
Ordinal Position:	24	
Required:	False	
Row Source Type:	Value List	
Row Source:	"Caucasion";"Hispanic";"Asian";"Black";"Other"	
Source Field:	Race	
Source Table:	Member	
Sex	Text	1
AllowZeroLength:	True	
Attributes:	Variable Length	
Bound Column:	1	
Collating Order:	General	
Column Count:	1	
Column Heads:	False	
Column Widths:	330	
ColumnHidden:	False	
ColumnOrder:	Default	
ColumnWidth:	Default	
Description:	Sex,M= Male or F=Female	
DisplayControl:	Combo Box	
Limit To List:	False	
List Rows:	8	
List Width:	330twip	
Ordinal Position:	25	
Required:	False	
Row Source Type:	Value List	
Row Source:	"M";"F"	
Source Field:	Sex	
Source Table:	Member	
Validation Text:	Value must be M or F	
LastPRTDate	Date/Time	8
AllowZeroLength:	False	
Attributes:	Fixed Size	
Collating Order:	General	

	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Description:	Last PRT Date	
	Format:	ddmmmyyyy	
	Input Mask:	99\->L<LL\-0000;0;_	
	Ordinal Position:	26	
	Required:	False	
	Source Field:	LastPRTDate	
	Source Table:	Member	
LastPRTScore		Number (Integer)	2
	AllowZeroLength:	False	
	Attributes:	Fixed Size	
	Collating Order:	General	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Decimal Places:	Auto	
	Default Value:	0	
	Description:	0-300	
	DisplayControl:	Text Box	
	Ordinal Position:	27	
	Required:	False	
	Source Field:	LastPRTScore	
	Source Table:	Member	
	Validation Rule:	<=300	
Comments		Memo	-
	AllowZeroLength:	False	
	Attributes:	Variable Length	
	Collating Order:	General	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Description:	Any Comments	
	Ordinal Position:	28	
	Required:	False	
	Source Field:	Comments	
	Source Table:	Member	
Clearance		Text	15
	AllowZeroLength:	False	
	Attributes:	Variable Length	
	Bound Column:	1	
	Collating Order:	General	
	Column Count:	1	
	Column Heads:	False	

Column Widths:	1080	
ColumnHidden:	False	
ColumnOrder:	Default	
ColumnWidth:	Default	
Description:	Clearance level granted	
DisplayControl:	Combo Box	
Limit To List:	False	
List Rows:	8	
List Width:	1080twip	
Ordinal Position:	29	
Required:	False	
Row Source Type:	Value List	
Row Source:	"None";"Secret";"Top Secret";"SCI"	
Source Field:	Clearance	
Source Table:	Member	
ClearanceDate	Date/Time	8
AllowZeroLength:	False	
Attributes:	Fixed Size	
Collating Order:	General	
ColumnHidden:	False	
ColumnOrder:	Default	
ColumnWidth:	Default	
Description:	Date Clearance was given	
Format:	ddmmmyyyy	
Input Mask:	99\->L<LL\-0000;0;_	
Ordinal Position:	30	
Required:	False	
Source Field:	ClearanceDate	
Source Table:	Member	

Properties

Date Created:	11/9/97 7:52:39 PM	Def. Updatable:	True
Last Updated:	2/3/98 10:17:05 PM	OrderByOn:	False
RecordCount:	19		

Columns

Name	Type	Size
SSN	Text	11

AllowZeroLength:	False
Attributes:	Variable Length
Collating Order:	General
ColumnHidden:	False
ColumnOrder:	Default
ColumnWidth:	Default
DisplayControl:	Text Box
Input Mask:	000\-00\-0000;;_
Ordinal Position:	1
Required:	True
Source Field:	SSN
Source Table:	Officer

Name	Type	Size
Rank	Text	50

AllowZeroLength:	False
Attributes:	Variable Length
Bound Column:	2
Collating Order:	General
Column Count:	2
Column Heads:	False
Column Widths:	870;375
ColumnHidden:	False
ColumnOrder:	Default
ColumnWidth:	Default
Description:	Rank
DisplayControl:	Combo Box
Limit To List:	True
List Rows:	8
List Width:	1245twip
Ordinal Position:	2
Required:	False
Row Source Type:	Value List
Row Source:	"CWO1";1;"CWO2";2;"CWO3";3;"CWO4";4;"O1, ENS";5;"O2, LTJG";6;"O3, LT";7;"O4, LCDR";8;"O5, CDR";9;"O6, CAPT";10
Source Field:	Rank

	Source Table:	Officer	
EmailAddress		Text	20
	AllowZeroLength:	False	
	Attributes:	Variable Length	
	Collating Order:	General	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Description:	Email Address	
	DisplayControl:	Text Box	
	Ordinal Position:	3	
	Required:	False	
	Source Field:	EmailAddress	
	Source Table:	Officer	
LastBilletName		Text	30
	AllowZeroLength:	False	
	Attributes:	Variable Length	
	Collating Order:	General	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	1590	
	Description:	Last Billet assigned in this command	
	DisplayControl:	Text Box	
	Ordinal Position:	4	
	Required:	False	
	Source Field:	LastBilletName	
	Source Table:	Officer	
EndDateOfLastFitrep		Date/Time	8
	AllowZeroLength:	False	
	Attributes:	Fixed Size	
	Caption:	Ending Date of Last Fitrep	
	Collating Order:	General	
	ColumnHidden:	False	
	ColumnOrder:	Default	
	ColumnWidth:	Default	
	Description:	Ending Date of Last Fitrep	
	Format:	ddmmmyyyy	
	Input Mask:	99\->L<LL\-0000;0;_	
	Ordinal Position:	5	
	Required:	False	
	Source Field:	EndDateOfLastFitrep	
	Source Table:	Officer	
OffMidTermCounselDate		Date/Time	8
	AllowZeroLength:	False	

Attributes:	Fixed Size	
Caption:	Counseling Date #1	
Collating Order:	General	
ColumnHidden:	False	
ColumnOrder:	Default	
ColumnWidth:	Default	
Description:	Officer's Midterm Counseling Date	
Format:	ddmmmyyyy	
Input Mask:	99\->L<LL\-0000;0;_	
Ordinal Position:	6	
Required:	False	
Source Field:	OffMidTermCounselDate	
Source Table:	Officer	
OffMidTermCounselorName/Rank	Text	20
AllowZeroLength:	False	
Attributes:	Variable Length	
Caption:	Counselor's Name and Rank	
Collating Order:	General	
ColumnHidden:	False	
ColumnOrder:	Default	
ColumnWidth:	Default	
Description:	Name and Rank of Midterm Counselor	
DisplayControl:	Text Box	
Ordinal Position:	7	
Required:	False	
Source Field:	OffMidTermCounselorName/Rank	
Source Table:	Officer	

APPENDIX C. APPLICATION QUERIES

A list of the application queries is included in this Appendix with the SQL code that is used to query the tables needed for specific forms and reports. These reports are also generated by Access 97.

Properties

Date Created:	2/3/98 11:42:25 AM	Def. Updatable:	True
Last Updated:	2/3/98 11:42:27 AM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT AwardWriter.AwardWriterLastName, AwardWriter.AwardDate, AwardWriter.DateSigned,
AwardWriter.AwardeeLastName, AwardWriter.AwardType, Member.*
FROM Member INNER JOIN AwardWriter ON Member.SSN = AwardWriter.AwardWriterSSN;
```

Query Parameters

Name	Type
AwardWriter.AwardeeLastName	Text
AwardWriter.AwardWriterSSN	Text

Properties

Date Created:	2/6/98 12:11:29 PM	Def. Updatable:	True
Last Updated:	2/6/98 12:11:29 PM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Member.LastName, AwardWriter.AwardWriterLastName, AwardWriter.AwardDate,
AwardWriter.AwardType
FROM Member INNER JOIN AwardWriter ON Member.SSN = AwardWriter.AwardeeSSN
WHERE (((AwardWriter.DateSigned)<Date())) OR (((AwardWriter.DateSigned) Is Null));
```

Properties

Date Created:	1/21/98 7:34:40 PM	Def. Updatable:	True
Last Updated:	2/6/98 11:35:48 AM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Member.*, AwardWriter.*
FROM Member INNER JOIN AwardWriter ON Member.SSN = AwardWriter.AwardeeSSN;
```

Properties

Date Created:	2/3/98 6:31:59 PM	Def. Updatable:	True
Last Updated:	2/3/98 6:35:37 PM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Billet.*, BilletAssigned.*
FROM Billet INNER JOIN BilletAssigned ON Billet.BilletName = BilletAssigned.BilletName;
```

Properties

Date Created:	1/26/98 7:19:19 PM	Def. Updatable:	True
Last Updated:	1/26/98 7:31:06 PM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Member.*, BilletAssigned.*, Billet.*
FROM Billet INNER JOIN (Member INNER JOIN BilletAssigned ON Member.SSN = BilletAssigned.SSN) ON
(Billet.BilletName = BilletAssigned.BilletName) AND (Billet.BilletName = BilletAssigned.BilletName);
```

Properties

Date Created:	1/31/98 2:03:53 PM	Def. Updatable:	True
Last Updated:	2/8/98 10:16:33 AM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Member.SSN, Member.LastName, Enlisted.WorkCenter, Enlisted.Rate, Enlisted.Rank,
Enlisted.MidTermCounselDate, Member.ServiceType
FROM Member INNER JOIN Enlisted ON Member.SSN = Enlisted.SSN
WHERE (((Enlisted.Rank)="7" Or (Enlisted.Rank)="8") AND ((Enlisted.MidTermCounselDate) Not Between
Date() And Date()-180)) OR (((Enlisted.Rank)="4") AND ((Enlisted.MidTermCounselDate) Not Between Date()
And Date()-90)) OR (((Enlisted.Rank)="4" Or (Enlisted.Rank)="7" Or (Enlisted.Rank)="8") AND
((Enlisted.MidTermCounselDate) Is Null));
```

Properties

Date Created:	1/31/98 3:44:06 PM	Def. Updatable:	True
Last Updated:	2/8/98 10:19:59 AM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Enlisted.Rate, Enlisted.Rank, Member.LastName, Member.SSN, Enlisted.MidTermCounselDate,
Enlisted.WorkCenter, Member.ServiceType
FROM Member INNER JOIN Enlisted ON Member.SSN = Enlisted.SSN
WHERE (((Enlisted.Rank)="1" Or (Enlisted.Rank)="2" Or (Enlisted.Rank)="3") AND
((Enlisted.MidTermCounselDate) Not Between Date() And Date()-90)) OR (((Enlisted.Rank)="1" Or
(Enlisted.Rank)="2" Or (Enlisted.Rank)="3") AND ((Enlisted.MidTermCounselDate) Is Null));
```

Properties

Date Created:	1/31/98 4:01:42 PM	Def. Updatable:	True
Last Updated:	2/8/98 10:20:16 AM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Member.LastName, Enlisted.Rate, Enlisted.Rank, Enlisted.WorkCenter,
Enlisted.MidTermCounselDate, Member.ServiceType
FROM Member INNER JOIN Enlisted ON Member.SSN = Enlisted.SSN
WHERE (((Enlisted.Rank)="6") AND ((Enlisted.MidTermCounselDate) Not Between Date() And Date()-180))
OR (((Enlisted.Rank)="6") AND ((Enlisted.MidTermCounselDate) Is Null));
```

Properties

Date Created:	1/31/98 4:08:00 PM	Def. Updatable:	True
Last Updated:	2/8/98 10:20:26 AM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Enlisted.Rate, Enlisted.Rank, Enlisted.WorkCenter, Member.LastName,
Enlisted.MidTermCounselDate, Member.ServiceType
FROM Member INNER JOIN Enlisted ON Member.SSN = Enlisted.SSN
WHERE (((Enlisted.Rank)="5") AND ((Enlisted.MidTermCounselDate) Not Between Date() And Date()-180))
OR (((Enlisted.Rank)="4") AND ((Enlisted.MidTermCounselDate) Not Between Date() And Date()-90)) OR
(((Enlisted.Rank)="4" Or (Enlisted.Rank)="5") AND ((Enlisted.MidTermCounselDate) Is Null));
```

Properties

Date Created:	1/31/98 4:22:14 PM	Def. Updatable:	True
Last Updated:	2/8/98 10:20:36 AM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Member.LastName, Enlisted.Rate, Enlisted.Rank, Enlisted.WorkCenter,
Enlisted.MidTermCounselDate, Member.ServiceType
FROM Member INNER JOIN Enlisted ON Member.SSN = Enlisted.SSN
WHERE (((Enlisted.Rank)="1" Or (Enlisted.Rank)="2" Or (Enlisted.Rank)="3") AND
((Enlisted.MidTermCounselDate) Not Between Date() And Date()-90)) OR (((Enlisted.Rank)="9") AND
((Enlisted.MidTermCounselDate) Not Between Date() And Date()-180)) OR (((Enlisted.Rank)="1" Or
(Enlisted.Rank)="2" Or (Enlisted.Rank)="3" Or (Enlisted.Rank)="9") AND ((Enlisted.MidTermCounselDate) Is
Null));
```

Properties

Date Created:	1/31/98 4:31:17 PM	Def. Updatable:	True
Last Updated:	2/2/98 1:41:10 PM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Member.LastName, Enlisted.Rate, Enlisted.WorkCenter, Enlisted.Rank, Member.ServiceType
FROM Member INNER JOIN Enlisted ON Member.SSN = Enlisted.SSN
WHERE (((Enlisted.Rank)="1" Or (Enlisted.Rank)="2" Or (Enlisted.Rank)="3"));
```

Properties

Date Created:	1/31/98 4:44:25 PM	Def. Updatable:	True
Last Updated:	2/2/98 1:42:46 PM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Member.LastName, Enlisted.Rate, Enlisted.Rank, Enlisted.WorkCenter, Member.ServiceType
FROM Member INNER JOIN Enlisted ON Member.SSN = Enlisted.SSN
WHERE (((Enlisted.Rank)="5"));
```

Properties

Date Created:	1/31/98 4:46:51 PM	Def. Updatable:	True
Last Updated:	2/2/98 1:40:16 PM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Member.LastName, Enlisted.Rate, Enlisted.Rank, Enlisted.WorkCenter, Member.ServiceType
FROM Member INNER JOIN Enlisted ON Member.SSN = Enlisted.SSN
WHERE (((Enlisted.Rank)="9"));
```

Properties

Date Created:	1/31/98 5:01:46 PM	Def. Updatable:	True
Last Updated:	2/2/98 1:39:31 PM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Enlisted.Rate, Enlisted.Rank, Enlisted.WorkCenter, Member.LastName, Member.ServiceType
FROM Member INNER JOIN Enlisted ON Member.SSN = Enlisted.SSN
WHERE (((Enlisted.Rank)="4"));
```

Properties

Date Created:	1/31/98 4:56:29 PM	Def. Updatable:	True
Last Updated:	2/2/98 1:43:09 PM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Member.LastName, Enlisted.Rate, Enlisted.Rank, Enlisted.WorkCenter, Member.ServiceType
FROM Member INNER JOIN Enlisted ON Member.SSN = Enlisted.SSN
WHERE (((Enlisted.Rank)="7" Or (Enlisted.Rank)="8"));
```

Properties

Date Created:	1/31/98 4:59:00 PM	Def. Updatable:	True
Last Updated:	2/2/98 1:41:35 PM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Enlisted.Rate, Enlisted.Rank, Enlisted.WorkCenter, Member.LastName, Member.ServiceType
FROM Member INNER JOIN Enlisted ON Member.SSN = Enlisted.SSN
WHERE (((Enlisted.Rank)="6"));
```

Properties

Date Created:	2/4/98 2:35:57 PM	Def. Updatable:	True
Last Updated:	2/4/98 2:36:51 PM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Member.SSN, Member.LastName, Enlisted.Rate, Enlisted.Rank, Detachment.DetStartDate,
Detachment.DetSiteName, Detachment.NumDaysOnDet
FROM (Member INNER JOIN Detachment ON Member.SSN = Detachment.SSN) INNER JOIN Enlisted ON
Member.SSN = Enlisted.SSN
WHERE (((Detachment.DetStartDate) Between #10/1/97# And #9/30/98#));
```

Properties

Date Created:	2/6/98 11:53:12 AM	Def. Updatable:	True
Last Updated:	2/6/98 11:53:12 AM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Enlisted.*, Member.*, Officer.*
FROM (Member INNER JOIN Enlisted ON Member.SSN = Enlisted.SSN) INNER JOIN Officer ON
(Enlisted.SSN = Officer.SSN) AND (Member.SSN = Officer.SSN);
```

Properties

Date Created:	2/3/98 9:50:33 AM	Def. Updatable:	True
Last Updated:	2/3/98 9:58:10 AM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Member.SSN, Member.LastName, Member.FirstName, Member.Clearance,
Member.ClearanceDate, Enlisted.Rank, Enlisted.Rate, Enlisted.WorkCenter
FROM Member INNER JOIN Enlisted ON Member.SSN = Enlisted.SSN
WHERE (((Member.Clearance) Is Not Null Or (Member.Clearance)="none"));
```

Properties

Date Created:	2/2/98 2:34:03 PM	Def. Updatable:	True
Last Updated:	2/2/98 2:34:04 PM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Member.*, Enlisted.*
FROM Member INNER JOIN Enlisted ON Member.SSN = Enlisted.SSN;
```

Properties

Date Created:	1/21/98 7:28:41 PM	Def. Updatable:	True
Last Updated:	1/31/98 1:24:29 PM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Enlisted.*, Member.*
FROM Member INNER JOIN Enlisted ON Member.SSN = Enlisted.SSN;
```

Properties

Date Created:	1/22/98 7:46:29 PM	Def. Updatable:	True
Last Updated:	1/22/98 7:48:46 PM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Member.*, BilletAssigned.*, Enlisted.*
FROM (Member INNER JOIN BilletAssigned ON Member.SSN = BilletAssigned.SSN) INNER JOIN Enlisted
ON Member.SSN = Enlisted.SSN;
```

Properties

Date Created:	2/2/98 2:27:40 PM	Def. Updatable:	True
Last Updated:	2/2/98 2:32:04 PM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Detachment.DetStartDate, Detachment.SSN, Detachment.DetSiteName,
Detachment.NumDaysOnDet, Member.LastName
FROM Member INNER JOIN Detachment ON Member.SSN = Detachment.SSN
WHERE (((Detachment.DetStartDate) Between #10/1/97# And #9/30/98#) AND
((Member.ServiceType)="TAR" Or (Member.ServiceType)="RegNavy"));
```

Properties

Date Created:	1/22/98 2:03:34 PM	Def. Updatable:	True
Last Updated:	2/3/98 9:17:06 PM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Member.*, CM_NJP.*
FROM CM_NJP INNER JOIN Member ON CM_NJP.SSN = Member.SSN;
```

Properties

Date Created:	1/21/98 7:33:34 PM	Def. Updatable:	True
Last Updated:	1/26/98 8:07:08 PM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Member.*, Detachment.*
FROM Member INNER JOIN Detachment ON Member.SSN = Detachment.SSN;
```

Properties

Date Created:	2/1/98 3:33:21 PM	Def. Updatable:	True
Last Updated:	2/8/98 10:21:08 AM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Member.LastName, Member.FirstName, Officer.Rank, Member.ServiceType,
Officer.OffMidTermCounselDate, Member.SSN
FROM Member INNER JOIN Officer ON Member.SSN = Officer.SSN
WHERE (((Officer.Rank)="10") AND ((Officer.OffMidTermCounselDate) Between Date() And Date()-180)) OR
(((Officer.Rank)="10") AND ((Officer.OffMidTermCounselDate) Not Between Date() And Date()-180)) OR
(((Officer.Rank)="10") AND ((Officer.OffMidTermCounselDate) Is Null));
```

Properties

Date Created:	2/2/98 11:26:40 AM	Def. Updatable:	True
Last Updated:	2/8/98 10:21:21 AM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Member.LastName, Member.FirstName, Member.SSN, Officer.Rank, Member.ServiceType,
Officer.OffMidTermCounselDate
FROM Member INNER JOIN Officer ON Member.SSN = Officer.SSN
WHERE (((Officer.Rank)="9") AND ((Member.ServiceType)="TAR" Or (Member.ServiceType)="RegNavy")
AND ((Officer.OffMidTermCounselDate) Not Between Date() And Date()-180)) OR (((Officer.Rank)="5") AND
((Member.ServiceType)="RegNavy") AND ((Officer.OffMidTermCounselDate) Not Between Date() And Date()-
90)) OR (((Officer.Rank)="9") AND ((Member.ServiceType)="TAR" Or (Member.ServiceType)="RegNavy")
AND ((Officer.OffMidTermCounselDate) Is Null)) OR (((Officer.Rank)="5") AND
((Member.ServiceType)="RegNavy") AND ((Officer.OffMidTermCounselDate) Is Null));
```

Properties

Date Created:	2/7/98 11:36:27 AM	Def. Updatable:	True
Last Updated:	2/8/98 1:27:50 PM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Member.SSN, Member.LastName, Member.FirstName, Officer.Rank,
Officer.OffMidTermCounselDate, Member.ServiceType
FROM Member INNER JOIN Officer ON Member.SSN = Officer.SSN
WHERE (((Officer.Rank)="9") AND ((Officer.OffMidTermCounselDate) Not Between Date() And Date()-180)
AND ((Member.ServiceType)="SELRES")) OR (((Officer.Rank)="8") AND ((Officer.OffMidTermCounselDate)
Not Between Date() And Date()-180) AND ((Member.ServiceType)="TAR" Or
(Member.ServiceType)="SELRES")) OR (((Officer.Rank)="8") AND ((Officer.OffMidTermCounselDate) Is Null)
AND ((Member.ServiceType)="TAR" Or (Member.ServiceType)="SELRES")) OR (((Officer.Rank)="9") AND
((Officer.OffMidTermCounselDate) Is Null) AND ((Member.ServiceType)="SELRES"));
```

Properties

Date Created:	2/2/98 11:36:01 AM	Def. Updatable:	True
Last Updated:	2/8/98 10:21:47 AM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Member.SSN, Member.LastName, Member.FirstName, Officer.Rank,
Officer.OffMidTermCounselDate, Member.ServiceType
FROM Member INNER JOIN Officer ON Member.SSN = Officer.SSN
WHERE (((Officer.Rank)="8") AND ((Officer.OffMidTermCounselDate) Not Between Date() And Date()-180)
AND ((Member.ServiceType)="RegNavy")) OR (((Officer.Rank)="8") AND ((Officer.OffMidTermCounselDate)
Is Null) AND ((Member.ServiceType)="RegNavy")) OR (((Officer.Rank)="7") AND
((Officer.OffMidTermCounselDate) Not Between Date() And Date()-180) AND ((Member.ServiceType)="TAR"
Or (Member.ServiceType)="SELRES")) OR (((Officer.Rank)="7") AND ((Officer.OffMidTermCounselDate) Is
Null) AND ((Member.ServiceType)="TAR" Or (Member.ServiceType)="SELRES"));
```

Properties

Date Created:	2/2/98 11:41:38 AM	Def. Updatable:	True
Last Updated:	2/8/98 10:22:03 AM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Member.SSN, Member.LastName, Member.FirstName, Officer.Rank,
Officer.OffMidTermCounselDate, Member.ServiceType
FROM Member INNER JOIN Officer ON Member.SSN = Officer.SSN
WHERE (((Officer.Rank)="6") AND ((Officer.OffMidTermCounselDate) Not Between Date() And Date()-90)
AND ((Member.ServiceType)="RegNavy")) OR (((Officer.Rank)="6") AND ((Officer.OffMidTermCounselDate)
Is Null) AND ((Member.ServiceType)="RegNavy"));
```

Properties

Date Created:	2/2/98 1:12:13 PM	Def. Updatable:	True
Last Updated:	2/8/98 3:12:27 PM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Member.SSN, Member.LastName, Member.FirstName, Member.ServiceType,
Officer.OffMidTermCounselDate, Officer.Rank
FROM Member INNER JOIN Officer ON Member.SSN = Officer.SSN
WHERE (((Member.ServiceType)="TAR" Or (Member.ServiceType)="SELRES") AND
((Officer.OffMidTermCounselDate) Not Between Date() And Date()-90) AND ((Officer.Rank)="6" Or
(Officer.Rank)="5")) OR (((Member.ServiceType)="TAR" Or (Member.ServiceType)="SELRES") AND
((Officer.OffMidTermCounselDate) Is Null) AND ((Officer.Rank)="6" Or (Officer.Rank)="5")) OR
(((Member.ServiceType)="TAR" Or (Member.ServiceType)="SELRES" Or (Member.ServiceType)="RegNavy")
AND ((Officer.OffMidTermCounselDate) Not Between Date() And Date()-90) AND ((Officer.Rank)="1" Or
(Officer.Rank)="2")) OR (((Member.ServiceType)="TAR" Or (Member.ServiceType)="SELRES" Or
(Member.ServiceType)="RegNavy") AND ((Officer.OffMidTermCounselDate) Is Null) AND ((Officer.Rank)="1"
Or (Officer.Rank)="2"));
```

Properties

Date Created:	2/2/98 1:16:34 PM	Def. Updatable:	True
Last Updated:	2/8/98 10:22:56 AM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Member.SSN, Member.LastName, Member.FirstName, Member.ServiceType, Officer.Rank,
Officer.OffMidTermCounselDate
FROM Member INNER JOIN Officer ON Member.SSN = Officer.SSN
WHERE (((Member.ServiceType)="RegNavy") AND ((Officer.Rank)="7") AND
((Officer.OffMidTermCounselDate) Not Between Date() And Date()-180)) OR
(((Member.ServiceType)="RegNavy") AND ((Officer.Rank)="7") AND ((Officer.OffMidTermCounselDate) Is
Null));
```

Properties

Date Created:	2/2/98 1:20:08 PM	Def. Updatable:	True
Last Updated:	2/8/98 10:23:28 AM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Member.SSN, Member.LastName, Member.FirstName, Member.ServiceType, Officer.Rank,
Officer.OffMidTermCounselDate
FROM Member INNER JOIN Officer ON Member.SSN = Officer.SSN
WHERE (((Officer.Rank)="3" Or (Officer.Rank)="4") AND ((Officer.OffMidTermCounselDate) Not Between
Date() And Date()-180)) OR (((Officer.Rank)="3" Or (Officer.Rank)="4") AND
((Officer.OffMidTermCounselDate) Is Null));
```

Properties

Date Created:	2/4/98 2:06:48 PM	Def. Updatable:	True
Last Updated:	2/6/98 9:31:13 AM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Member.SSN, Officer.Rank, Detachment.DetSiteName, Detachment.NumDaysOnDet,
Member.LastName, Detachment.DetStartDate
FROM (Member INNER JOIN Detachment ON Member.SSN = Detachment.SSN) INNER JOIN Officer ON
Member.SSN = Officer.SSN
WHERE (((Detachment.DetStartDate) Between #10/1/97# And #9/30/98#));
```

Properties

Date Created:	2/3/98 9:44:28 AM	Def. Updatable:	True
Last Updated:	2/3/98 9:49:09 AM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Member.Clearance, Officer.Rank, Member.ClearanceDate, Member.LastName, Member.FirstName,
Member.SSN
FROM Member INNER JOIN Officer ON Member.SSN = Officer.SSN
WHERE (((Member.Clearance) Is Not Null Or (Member.Clearance)="none"));
```

Properties

Date Created:	1/20/98 4:06:36 PM	Def. Updatable:	True
Last Updated:	1/21/98 7:32:23 PM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Member.*, Officer.*
FROM Member INNER JOIN Officer ON Member.SSN = Officer.SSN;
```

Properties

Date Created:	2/1/98 11:07:43 AM	Def. Updatable:	True
Last Updated:	2/2/98 12:29:44 PM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Member.LastName, Officer.Rank, Member.ServiceType
FROM Member INNER JOIN Officer ON Member.SSN = Officer.SSN
WHERE (((Officer.Rank)="7") AND ((Member.ServiceType)="RegNavy"));
```

Properties

Date Created:	2/1/98 11:53:42 AM	Def. Updatable:	True
Last Updated:	2/2/98 12:29:17 PM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Member.LastName, Officer.Rank, Member.ServiceType
FROM Member INNER JOIN Officer ON Member.SSN = Officer.SSN
WHERE (((Officer.Rank)="6") AND ((Member.ServiceType)="RegNavy"));
```

Properties

Date Created:	2/1/98 12:37:13 PM	Def. Updatable:	True
Last Updated:	2/2/98 12:32:02 PM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Member.LastName, Officer.Rank, Member.ServiceType
FROM Member INNER JOIN Officer ON Member.SSN = Officer.SSN
WHERE (((Officer.Rank)="1" Or (Officer.Rank)="2" Or (Officer.Rank)="3" Or (Officer.Rank)="4")) OR
(((Officer.Rank)="6") AND ((Member.ServiceType)="TAR" Or (Member.ServiceType)="SELRES"));
```

Properties

Date Created:	2/1/98 1:01:46 PM	Def. Updatable:	True
Last Updated:	2/2/98 12:33:55 PM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Member.LastName, Officer.Rank, Member.ServiceType
FROM Member INNER JOIN Officer ON Member.SSN = Officer.SSN
WHERE (((Officer.Rank)="5") AND ((Member.ServiceType)="RegNavy"));
```

Properties

Date Created:	2/1/98 1:05:06 PM	Def. Updatable:	True
Last Updated:	2/2/98 1:58:22 PM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Officer.Rank, Member.LastName, Member.ServiceType
FROM Member INNER JOIN Officer ON Member.SSN = Officer.SSN
WHERE (((Officer.Rank)="10"));
```

Properties

Date Created:	2/2/98 12:44:23 PM	Def. Updatable:	True
Last Updated:	2/2/98 12:44:23 PM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Officer.SSN, Officer.Rank, Member.LastName, Member.FirstName, Member.ServiceType
FROM Member INNER JOIN Officer ON Member.SSN = Officer.SSN
WHERE (((Officer.Rank)="6") AND ((Member.ServiceType)="RegNavy")) OR (((Officer.Rank)="9") AND
((Member.ServiceType)="RegNavy" Or (Member.ServiceType)="TAR"));
```

Properties

Date Created:	2/1/98 1:15:37 PM	Def. Updatable:	True
Last Updated:	2/2/98 12:49:55 PM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Member.LastName, Member.ServiceType, Officer.Rank
FROM Member INNER JOIN Officer ON Member.SSN = Officer.SSN
WHERE (((Member.ServiceType)="TAR" Or (Member.ServiceType)="SELRES") AND ((Officer.Rank)="5"))
OR (((Officer.Rank)="1" Or (Officer.Rank)="2")) OR (((Member.ServiceType)="TAR" Or
(Member.ServiceType)="SELRES") AND ((Officer.Rank)="8")) OR (((Member.ServiceType)="SELRES") AND
((Officer.Rank)="9"));
```

Properties

Date Created:	2/1/98 1:35:01 PM	Def. Updatable:	True
Last Updated:	2/2/98 12:47:15 PM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Member.LastName, Officer.Rank, Member.ServiceType
FROM Member INNER JOIN Officer ON Member.SSN = Officer.SSN
WHERE (((Officer.Rank)="8") AND ((Member.ServiceType)="RegNavy")) OR (((Officer.Rank)="7") AND
((Member.ServiceType)="TAR" Or (Member.ServiceType)="SELRES"));
```

Properties

Date Created:	2/3/98 10:23:10 AM	Def. Updatable:	True
Last Updated:	2/3/98 10:36:16 AM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Enlisted.Rank, Enlisted.WorkCenter, Member.SSN, Member.LastName, Member.FirstName,
Member.ServiceType, Enlisted.Rate, Enlisted.[CO'sRec], Enlisted.TimeInRate, Enlisted.PracticalTest,
Enlisted.ProfCourse, Enlisted.PARS, Enlisted.MilitaryReq, Enlisted.AMR
FROM Member INNER JOIN Enlisted ON Member.SSN = Enlisted.SSN
WHERE (((Enlisted.Rank)="1" Or (Enlisted.Rank)="2" Or (Enlisted.Rank)="3" Or (Enlisted.Rank)="4" Or
(Enlisted.Rank)="5") AND ((Member.ServiceType)="SELRES"));
```

Properties

Date Created:	2/3/98 10:56:50 AM	Def. Updatable:	True
Last Updated:	2/3/98 10:57:11 AM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Enlisted.Rank, Enlisted.WorkCenter, Member.SSN, Member.LastName, Member.FirstName,
Member.ServiceType, Enlisted.Rate, Enlisted.[CO'sRec], Enlisted.TimeInRate, Enlisted.PracticalTest,
Enlisted.ProfCourse, Enlisted.PARS, Enlisted.MilitaryReq, Enlisted.AMR
FROM Member INNER JOIN Enlisted ON Member.SSN = Enlisted.SSN
WHERE (((Enlisted.Rank)="1" Or (Enlisted.Rank)="2" Or (Enlisted.Rank)="3" Or (Enlisted.Rank)="4" Or
(Enlisted.Rank)="5") AND ((Member.ServiceType)="TAR" Or (Member.ServiceType)="RegNavy"));
```

Properties

Date Created:	2/3/98 10:21:45 AM	Def. Updatable:	True
Last Updated:	2/3/98 10:23:33 AM	MaxRecords:	0
ODBCTimeout:	60	OrderByOn:	False
Record Locks:	No Locks	Records Affected:	0
RecordsetType:	All Records	ReturnsRecords:	True
Type:	Select		

SQL

```
SELECT Member.*, Enlisted.*, Enlisted.Rank, Member.ServiceType
FROM Member INNER JOIN Enlisted ON Member.SSN = Enlisted.SSN
WHERE (((Enlisted.Rank)="1" Or (Enlisted.Rank)="2" Or (Enlisted.Rank)="3" Or (Enlisted.Rank)="4" Or
(Enlisted.Rank)="5") AND ((Member.ServiceType)="TAR" Or (Member.ServiceType)="RegNavy"));
```

APPENDIX D. APPLICATION FORMS

This Appendix contains a view of every form developed for the Naval Reserve Squadron. Each form is used as a user input tool. The eight forms used to collect input data are as follows:

- Update Enlisted Data
- Update Officer Data
- Input Award Writer Assignments
- Add a Detachment Site Name to the Master List
- Update a Member's Billet Assignments and Completed Billet Courses
- Update a TAR's Detachment data
- Update a Member's Disciplinary Actions
- Update the Master Billets and Required Schools List

VFA-203

Enlisted Information

Print Record

SSN: 000-00-0001 Last Name: Lemay Rank: E1

Name

First Name: Byron

Middle Initial: L

Home Address

Street Address: 344 Hippo Rd

City: Atlanta

2 letter State: GA

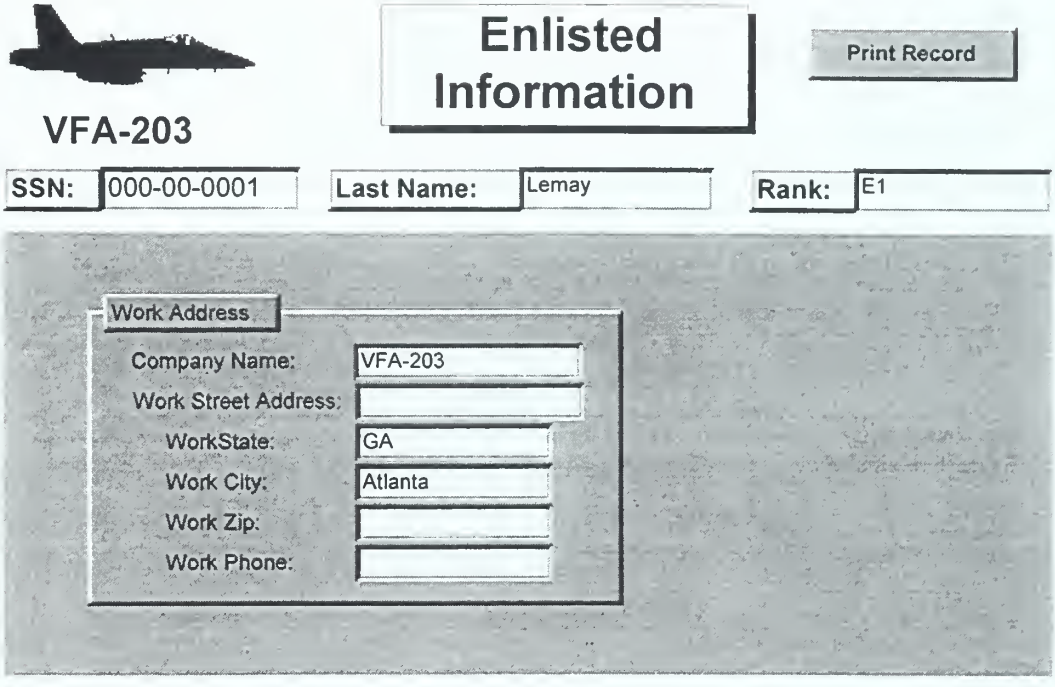
Zip Code: 22222-

Home Phone: (333) 333-3333

Add Record | Delete Record

Find Record

Place your cursor in the field you want to search first, then click on Find Record.


Enlisted Information
Print Record
VFA-203
SSN:
000-00-0001
Last Name:
Lemay
Rank:
E1
Work Address
Company Name:
VFA-203
Work Street Address:
WorkState:
GA
Work City:
Atlanta
Work Zip:
Work Phone:

VFA-203

Enlisted Information

Print Record

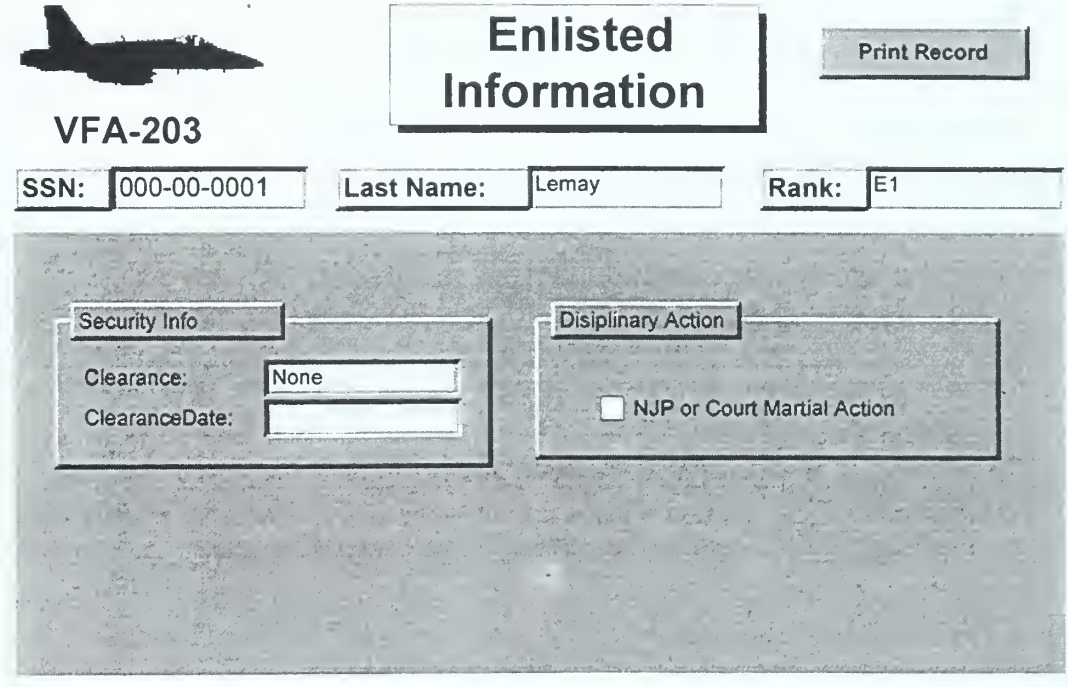
SSN: 000-00-0001 Last Name: Lemay Rank: E1

Report Info

Date Reported	12May1990
Date of Rank:	03Jul1995
Rotation Date:	05Nov2000
ServiceType:	SELRES
Rate:	AMH
WorkCenter:	310, Line

Counseling

Last Eval End Date:	31Jan1998
MidTerm Counsel Date:	
MidTerm Counselor Name	


VFA-203
Enlisted Information
Print Record
SSN: 000-00-0001
Last Name: Lemay
Rank: E1
Security Info
Clearance: None
ClearanceDate:
Disiplinary Action
NJP or Court Martial Action

VFA-203

Enlisted Information

Print Record

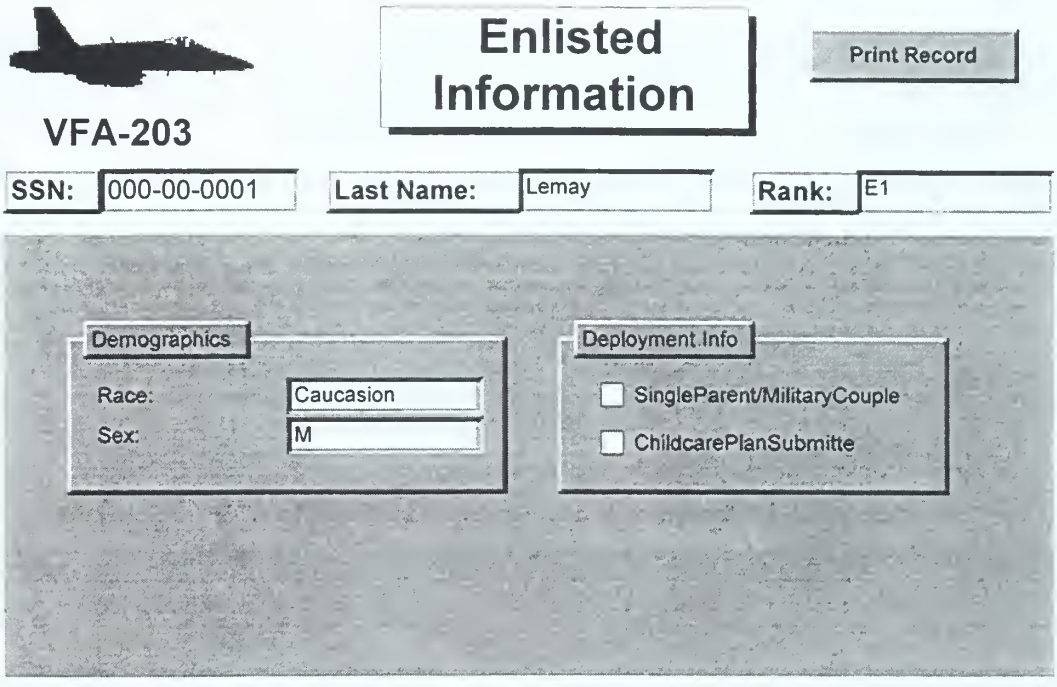
SSN: 000-00-0001 Last Name: Lemay Rank: E1

PRT Data

Last PRT Date:

Last PRT Score: 0

Comments:


VFA-203
Enlisted Information
Print Record
SSN:
000-00-0001
Last Name:
Lemay
Rank:
E1
Demographics
Race:
Caucasion
Sex:
M
Deployment Info
SingleParent/MilitaryCouple
ChildcarePlanSubmitte

VFA-203

Enlisted Information

Print Record

SSN: 000-00-0001 Last Name: Lemay Rank: E1

Advancement Requirements

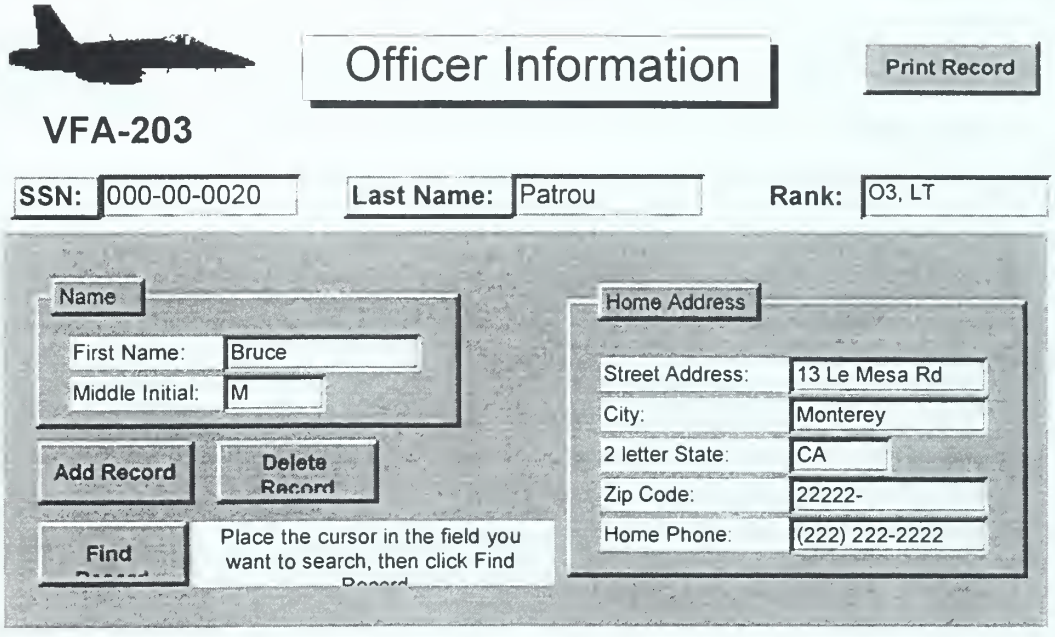
☐ CO's Rec ☐ Time In Rate ☑ PARS

PracticalTest:	Yes
Prof Course:	Yes
Military Req:	NA
AMR:	Yes

☐ All Adv Reqs Complete

Retention Info

End of Obligated Svc:	12Dec2001
Term Code:	2nd


Officer Information
Print Record
VFA-203
SSN: 000-00-0020
Last Name: Patrou
Rank: O3, LT
Name
First Name: Bruce
Middle Initial: M
Add Record
Delete Record
Find
Place the cursor in the field you want to search, then click Find
Home Address
Street Address: 13 Le Mesa Rd
City: Monterey
2 letter State: CA
Zip Code: 22222-
Home Phone: (222) 222-2222

Officer Information

Print Record

VFA-203

SSN:	000-00-0020	Last Name:	Patrou	Rank:	O3, LT

Work Address

CompanyName:	NPS
Work Street Address:	2 University Circle
Work City:	Monterey
WorkState:	CA
Work Zip:	93940-
Work Phone:	(408) 444-5555

Email

EmailAddress:	patrou@mbay.net

Officer Information

Print Record

VFA-203

SSN:	000-00-0020	Last Name:	Patrou	Rank:	O3, LT

Report Info

Date Reported	23Sep1996
Date of Rank	01Jul1997
Rotation Date	01Jul1998
ServiceType:	TAR

Counseling Data

Ending Date of Last Fitrep:	31Aug1997
Midterm Counseling Date :	
Counselor's Name and Rank:	

Officer Information

Print Record

VFA-203

SSN: 000-00-0020 **Last Name:** Patrou **Rank:** O3, LT

Security Info

Clearance: Secret

ClearanceDate: 12Nov1994

VFA-203

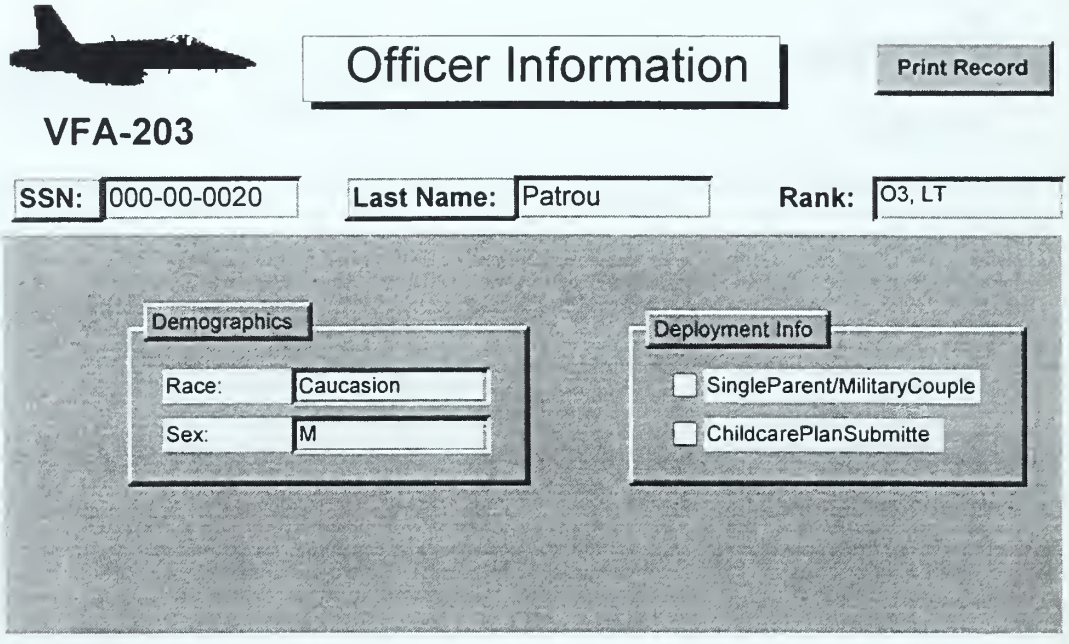
Officer Information

Print Record

SSN: 000-00-0020 Last Name: Patrou Rank: O3, LT

PRT Data

LastPRTDate:	11Oct1997
LastPRTScore:	280
Comments:	


Officer Information
Print Record
VFA-203
SSN:
000-00-0020
Last Name:
Patrou
Rank:
O3, LT
Demographics
Race:
Caucasion
Sex:
M
Deployment Info
SingleParent/MilitaryCouple
ChildcarePlanSubmitte

VFA-203

Award Writer Assignments

Awardee Last Name: Lemay

Award Writer Last Name	Award Date	Date Signed	AwardType	Delete
Patrou	22May1995		Unit LOA	
Barker	03May1997		CNARF NAM	

Find Record

Place cursor in Awardee Name field, then click on Find Record

Add a Detachment Site Name to the Master List

VFA-203

Det Site Name Fallon

To add a site to the list, select other and type over with new site name.

Update a Member's Billet Assignments and Completed Billet Courses

VFA-203

SSN 000-00-0001 Last Name Lemay First Name Byron

Billet Assigned

Billet Name	Delete Billet	Date Comp School 1	Date Comp School 2
Cargo Officer		11May1995	
Hazmat PO		11May1994	

Find

Place the cursor in the field you want to search, then click on Find Record

TAR Member Detachment Input Form

VFA-203

SSN 000-00-0001 Last Name Lemay First Name Byron

Detachment

Det Start Date	Det Site Name	Delete	Num Days On Det
12Dec1997	USS Ship		23
14Jan1998	Monterey		10

Find

Place the cursor in the field you want to search, then click on find record

VFA-203

Input Member Disciplinary Actions

SSN 000-00-0001 Last Name Lemay First Name Byron

InfractionDate	LastNJPReason	LastNJPDate	CMReason	DateOfCM
1/12/98	AWOL	20Jan1998	none	
2/2/98	AWOL	10Feb1998	none	

Find

Place the cursor in the SSN or Name fields you want to search, then click on Find Record

Update the Master Billets and Required Schools File

VFA-203

Billet Name:	CACO	Req School Name 1:	CACO
Reference Inst:	OPNAV 1313.44C	Req School Name 2:	
Billet type:	Primary	Billet Desc:	Casualty assistance calls officer

Add Billet | Delete Record

Find Billet — Place the cursor in the billet name field and then click the Find Billet button

APPENDIX E. APPLICATION REPORTS

This Appendix shows all forms developed as input or menu screens for the user. The list below shows the order of every form:

- Awardee/Award Writer Report
- TAR and Selres E1-E5 Advancement Reports
- Enlisted Counseling Reports
- Enlisted Evaluation Reports
- Enlisted Detachment Days, Recall, Billet Assignment, Workcenter Reports and Security Reports
- Member Disciplinary Report
- Officer Counseling Reports
- Officer Fitness Reports
- Officer Detachment Days, Recall, Billet Assignment and Security Reports

VFA-203

Awardee/Award Writer Report

Last Name	*Award Writer Last Name*	*Award Assigned Date*	*Award Type*
Lemay			
	Barker	03May1997	CNARF NAM
	Patrou	22May1995	Unit LOA
Patrou			
	Barker	11Jan1998	Unit NAM

VFA-203

TAR/RegNavy E1-E5 Advancement Req's for Mar/Sep Exam

Rank	Last Name	Rate	CO's Rec	TIR	Practical Test	Prof Course	PARS	Military Req's	AMR
E2									
	Barker	AME	☑	☑	No	Yes	☐	Yes	
	Retta	YN	☑	☐	No	No	☑	Yes	No
E3									
	Richard	AD	☑	☑	No	Yes	☑	NA	No
E4, 3rd									
	Smith	AE	☐	☐	No		☐		
E5, 2nd									
	Palan	AO	☐	☐	No		☐		
	Simpson	AK	☑	☑	No	Yes	☑	Yes	No

177

VFA-203

Selres E1-E5 Advancement Req's for Feb/Aug Exam

Rank	Last Name	Rate	CO's Rec	TIR	Practical Test	Prof Course	PARS	Military Req's	AMR
E1									
	Forbes	AD	☐	☐	No		☐		
	Lemay	AMH	☐	☐	Yes	Yes	☑	NA	Yes
E4, 3rd									
	Koslowski	ABH	☑	☑	No	No	☑	No	Yes

VFA-203

March Evaluation Counseling for E4, E7 and E8's with NO counseling in last 6 months

	Last Name	*Rank*	*Rate*	*WorkCenter*	*Counseling date*
TAR					
	Martin	E8, Senior	AME	020, Maint Control	
SELRES					
	Cramer	E7, Chief	AZ	020, Maint Control	
	Koslowski	E4, 3rd	ABH	310, Line	
RegNavy					
	Smith	E4, 3rd	AE	220, Electricians	

VFA-203

April Evaluation Counseling for E1, E2 and E3's with NO Midterm Counseling

	Last Name	*Rank*	*Rate*	*WorkCenter*	*Counseling date*
TAR					
	Richard	E3	AD	110, Power Plants	
	Retta	E2	YN	Admin	
	Barker	E2	AME	13B, Seat Shop	
SELRES					
	Forbes	E1	AD	110, Power Plants	
	Lemay	E1	AMH	310, Line	

VFA-203

May Evaluation Counseling for E6's with NO Midterm Counseling in last 6 months

	Last Name	*Rank*	*Rate*	*WorkCenter*	*Counseling date*
TAR					
	Brown	E6, 1st	AD	110, Power Plants	
	Billey	E6, 1st	AMS	12C, Corrosion	
SELRES					
	Cook	E6, 1st	AT	280, Avionics	

VFA-203

September Evaluation Counseling for E4 and E5's with No Midterm Counseling

	Last Name	*Rank*	*Rate*	*WorkCenter*	*Counseling date*
RegNavy					
	Smith	E4, 3rd	AE	220, Electricians	
SELRES					
	Koslowski	E4, 3rd	ABH	310, Line	
TAR					
	Palan	E5, 2nd	AO	230, Ordanance	
	Simpson	E5, 2nd	AK	050, Supply	

VFA-203

October Evaluation Counseling for E1/2/3 and E9's with No Midterm Counseling

	Last Name	*Rank*	*Rate*	*WorkCenter*	*Counseling date*
SELRES					
	Forbes	E1	AD	110, Power Plants	
	Lemay	E1	AMH	310, Line	
TAR					
	Klyzub	E9, Master	AFCM	Admin	
	Turnball	E9, Master	AE	220, Electricians	
	Richard	E3	AD	110, Power Plants	
	Retta	E2	YN	Admin	
	Barker	E2	AME	13B, Seat Shop	

Evaluation Tracking for E1/2/3's due in January

VFA-203

Last Name	*Rank*	*Rate*	*Work Center*	*Rough to Dept Head*	*Smooth Eval to Admin*
Richard	E3	AD	110, Power Plants		
Retta	E2	YN	Admin		
Barker	E2	AME	13B, Seat Shop		
Forbes	E1	AD	110, Power Plants		
Lemay	E1	AMH	310, Line		

VFA-203

Evaluation Tracking for E5's due in March

Last Name	*Rank*	*Rate*	*Work Center*	*Rough to Dept Head*	*Smooth Eval to Admin*
Palan	E5, 2nd	AO	230, Ordanance		
Simpson	E5, 2nd	AK	050, Supply		

VFA-203

Evaluation Tracking for E9's due in April

Last Name	*Rank*	*Rate*	*Work Center*	*Rough to Dept Head*	*Smooth Eval to Admin*
Klyzub	E9, Master	AFCM	Admin		
Turnball	E9, Master	AE	220, Electricians		

VFA-203

Evaluation Tracking for E4's due in June

Last Name	*Rank*	*Rate*	*Work Center*	*Rough to Dept Head*	*Smooth Eval to Admin*
Smith	E4, 3rd	AE	220, Electricians		
Koslowski	E4, 3rd	ABH	310, Line		

VFA-203

Evaluation Tracking for E1/2/3's due in July

Last Name	*Rank*	*Rate*	*Work Center*	*Rough to Dept Head*	*Smooth Eval to Admin*
Richard	E3	AD	110, Power Plants		
Retta	E2	YN	Admin		
Barker	E2	AME	13B, Seat Shop		
Forbes	E1	AD	110, Power Plants		
Lemay	E1	AMH	310, Line		

VFA-203

Evaluation Tracking for E7/8's due in September

Last Name	*Rank*	*Rate*	*Work Center*	*Rough to Dept Head*	*Smooth Eval to Admin*
Martin	E8, Senior	AME	020, Maint Control		
Cramer	E7, Chief	AZ	020, Maint Control		

VFA-203

Evaluation Tracking for E6's due in November

Last Name	*Rank*	*Rate*	*Work Center*	*Rough to Dept Head*	*Smooth Eval to Admin*
Brown	E6, 1st	AD	110, Power Plants		
Cook	E6, 1st	AT	280, Avionics		
Billey	E6, 1st	AMS	12C, Corrosion		

VFA-203

Evaluation Tracking for E4's due in December

Last Name	*Rank*	*Rate*	*Work Center*	*Rough to Dept Head*	*Smooth Eval to Admin*
Smith	E4, 3rd	AE	220, Electricians		
Koslowski	E4, 3rd	ABH	310, Line		

VFA-203

Fiscal Year Enlisted Detachment Days report

Last Name	Rank	Det Site Name	Det Start Date	Num Days On Det
Brown	**O2, LTJG**			
		Fallon	03Oct1997	22
		Dallas	02Jan1998	22
			Member FY Total:	44
Cook	**O2, LTJG**			
		Key West	01Jan1998	14
		Jacksonville	23Nov1997	15
			Member FY Total:	29
Lemay	**CWO1**			
		Key West	14Jan1998	10
		USS Ship	12Dec1997	23
			Member FY Total:	33
Retta	**CWO2**			
		Norfolk	03Nov1997	12
			Member FY Total:	12

Enlisted Members Squadron Recall

VFA-203

Name and Rank
Barker
Bob
E2
AME

Home Address
Atlanta
GA

Civilian Work Info
Company Name: VFA-203
GA
Atlanta

Name and Rank
Billey
Bob
E6, 1st
AMS

Home Address
111 Rocker Ave
Atlanta
GA
33333-
(444) 555-9999

Civilian Work Info
Company Name: VFA-203
GA
Atlanta

Name and Rank
Brown
Bob
E6, 1st
AD

Home Address
Atlanta
GA

Civilian Work Info
Company Name: VFA-203
GA
Atlanta

Name and Rank
Cook
John
E6, 1st
AT

Home Address
333 Whyt St
Atlanta
GA
33333-
(444) 445-6677

Civilian Work Info
Company Name: VFA-203
GA
Atlanta

Enlisted Member Billet Assigned Report

VFA-203

LastName	Rank	Rate	WorkCenter	Billet Name	Req School 1	DateComp	Req School 2	DateComp
Richard	E3	AD	110, Power Plants					
				Sexual Harr. Officer		12Oct1994		
Barker	E2	AME	13B, Seat Shop					
				Hazmat PO	Hazmat 101	01Dec1996	Hazmat 102	
Lemay	E1	AMH	310, Line					
				Hazmat PO	Hazmat 101	11May1994	Hazmat 102	
				Cargo Officer	Basic Cargo handli	11May1995	Advanced Cargo h	

Enlisted Member Workcenter Report

VFA-203

WorkCenter	*Rank*	*Last Name*	*First Name*	*Rate*
020, Maint Control				
	E7, Chief	Cramer	Steve	AZ
	E8, Senior	Martin	Terra	AME
050, Supply				
	E5, 2nd	Simpson	Karen	AK
110, Power Plants				
	E1	Forbes	Allen	AD
	E3	Richard	Kim	AD
	E6, 1st	Brown	Bob	AD
12C, Corrosion				
	E6, 1st	Billey	Bob	AMS
13B, Seat Shop				
	E2	Barker	Bob	AME
220, Electricians				
	E4, 3rd	Smith		AE
	E9, Master	Turnball	Tom	AE
230, Ordanance				
	E5, 2nd	Palan		AO
280, Avionics				
	E6, 1st	Cook	John	AT
310, Line				
	E1	Lemay	Byron	AMH
	E4, 3rd	Koslowski	John	ABH
Admin				
	E2	Retta	Amanda	YN

VFA-203

Enlisted Security Clearance report

Last Name	First Name	Rank	Rate	WorkCenter	SSN	Clearance	Cl Date
Forbes	Allen	E1	AD	110, Power Plants	000-00-0008	None	
Lemay	Byron	E1	AMH	310, Line	000-00-0001	None	
Retta	Amanda	E2	YN	Admin	000-00-0009	None	
Barker	Bob	E2	AME	13B, Seat Shop	000-00-0002	Secret	12Dec1991
Richard	Kim	E3	AD	110, Power Plants	000-00-0003	Secret	12Oct1992
Koslowski	John	E4, 3rd	ABH	310, Line	000-00-0004	Secret	01Apr1995
Simpson	Karen	E5, 2nd	AK	050, Supply	000-00-0005	Top Secret	01Mar1992
Billey	Bob	E6, 1st	AMS	12C, Corrosion	000-00-006	Secret	01Aug1993
Cramer	Steve	E7, Chief	AZ	020, Maint Control	000-00-0007	None	
Turnball	Tom	E9, Master	AE	220, Electricians	000-00-0011	None	

Member Disciplinary Report

VFA-203

Last Name: Lemay **SSN:** 000-00-0001 **Infraction Date:** 1/12/98

NJP Date: 20Jan1998 NJP Reason: AWOL

Date Of CM: CM Reason: none

CM Outcome:

Fed State Cour t Date: Fed State Court Reason:

Last Name: Lemay **SSN:** 000-00-0001 **Infraction Date:** 2/2/98

NJP Date: 10Feb1998 NJP Reason: AWOL

Date Of CM: CM Reason: none

CM Outcome:

Fed State Cour t Date: Fed State Court Reason:

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06 Counseling due in January

VFA-203

ServiceType	Rank	Last Name	First Name	Counseling Date
SELRES				
	O6, CAPT	Circus	Sam	
TAR				
	O6, CAPT	White	Dave	

VFA-203

Tar, RegNavy O5 and RegNavy O1 Counseling due in February

ServiceType	*Rank*	*Last Name*	*First Name*	*Counseling Date*
RegNavy				
	O1, ENS	Cosner	Tom	
	O1, ENS	Ussa		
	O5, CDR	Wayne		
TAR				
	O5, CDR	Valdez	Susan	

VFA-203

Tar, Selres O4 and Selres O5 Counseling due in March

ServiceType	*Rank*	*Last Name*	*First Name*	*Counseling Date*
SELRES				
	O4, LCDR	Globber	John	
TAR				
	O4, LCDR	Stevens	Al	
	O4, LCDR	Vena	Pete	

VFA-203

Tar, Selres O3 and RegNavy O4 Counseling due in April

ServiceType	*Rank*	*Last Name*	*First Name*	*Counseling Date*
RegNavy				
	O4, LCDR	Target	Bryan	
SELRES				
	O3, LT	Humme	Fred	
TAR				
	O3, LT	Patrou	Bruce	

VFA-203

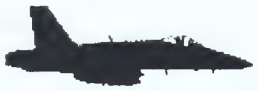
RegNavy O2 Counseling due in May

ServiceType	Rank	Last Name	First Name	Counseling Date
RegNavy				
	O2, LTJG	Alberta	Mike	
	O2, LTJG	Yuura	Tom	

VFA-203

Tar, Selres O1/O2 and All CWO 1/2 Counseling due in June

ServiceType	Rank	Last Name	First Name	Counseling Date
SELRES				
	O2, LTJG	Velvet	Lorena	
TAR				
	CWO1	Penrose	Craig	



VFA-203

RegNavy O3 Counseling due in July

ServiceType	*Rank*	*Last Name*	*First Name*	*Counseling Date*
RegNavy				
	O3, LT	Jones	Tom	
	O3, LT	Strother	Cindy	

VFA-203

All CWO 3/4 Counseling due in September

ServiceType	Rank	Last Name	First Name	Counseling Date
SELRES				
	CWO3	Cruise	Tom	
TAR				
	CWO4	Andrew	Rob	

VFA-203

RegNavy O2 Counseling due in November

ServiceType	*Rank*	*Last Name*	*First Name*	*Counseling Date*
RegNavy				
	O2, LTJG	Alberta	Mike	
	O2, LTJG	Yuura	Tom	

VFA-203

Tar, Selres O1/O2 and All CWO 1/2 Counseling due in December

ServiceType	*Rank*	*Last Name*	*First Name*	*Counseling Date*
SELRES				
	O2, LTJG	Velvet	Lorena	
TAR				
	CWO1	Penrose	Craig	

VFA-203

Regular Navy 03 Fitreps Due in January

Service Type	*Rank*	*Last Name*	*Rough to Dept Head*	*Smooth to Admin*
RegNavy				
	O3, LT	Jones		
	O3, LT	Strother		

VFA-203

Regular Navy 02 Fitreps Due in February

Service Type	*Rank*	*Last Name*	*Rough to Dept Head*	*Smooth to Admin*
RegNavy				
	O2, LTJG	Alberta		
	O2, LTJG	Yuura		

VFA-203

Tar, Selres O4 and Selres O5 Counseling due in March

ServiceType	*Rank*	*Last Name*	*First Name*	*Counseling Date*
SELRES				
	O4, LCDR	Globber	John	
TAR				
	O4, LCDR	Stevens	Al	
	O4, LCDR	Vena	Pete	

Regular Navy 01 Fitreps Due in May

VFA-203

Service Type	*Rank*	*Last Name*	*Rough to Dept Head*	*Smooth to Admin*
RegNavy				
	O1, ENS	Cosner		
	O1, ENS	Ussa		

VFA-203

All Tar, Selres and Reg. Navy 06 Fitreps Due in July

Service Type	*Rank*	*Last Name*	*Rough to Dept Head*	*Smooth to Admin*
SELRES				
	O6, CAPT	Circus	_____	_____
TAR				
	O6, CAPT	White	_____	_____

VFA-203

Regular Navy O2/O5 and TAR O5 Fitreps Due in August

Service Type	*Rank*	*Last Name*	*Rough to Dept Head*	*Smooth to Admin*
RegNavy				
	O2, LTJG	Alberta		
	O5, CDR	Wayne		
	O2, LTJG	Yuura		
TAR				
	O5, CDR	Valdez		

VFA-203

All CWO 1/2; TAR O1/O4; SELRES O1/O4/O5 Fitreps Due in September

Service Type	*Rank*	*Last Name*	*Rough to Dept Head*	*Smooth to Admin*
TAR				
	CWO1	Penrose		
	O4, LCDR	Stevens		
	O4, LCDR	Vena		
SELRES				
	O4, LCDR	Globber		

VFA-203

TAR/SELRES O3 AND Regular Navy 04 Fitreps Due in October

Service Type	*Rank*	*Last Name*	*Rough to Dept Head*	*Smooth to Admin*
RegNavy				
	O4, LCDR	Target		
SELRES				
	O3, LT	Humme		
TAR				
	O3, LT	Patrou		

Regular Navy 01 Fitreps Due in November

VFA-203

Service Type	*Rank*	*Last Name*	*Rough to Dept Head*	*Smooth to Admin*
RegNavy				
	O1, ENS	Cosner		
	O1, ENS	Ussa		

VFA-203

Fiscal Year Officer Detachment Days report

LastName	Rank	DetSiteName	Det Start Date	Num Days On Det
Patrou	*O3, LT*			
		New Orleans	23Jan1998	23
			Member FY total:	23
Velvet	*O2, LTJG*			
		Beaufort	01Dec1997	34
			Member FY total:	34
Yuura	*O2, LTJG*			
		Jacksonville	01Nov1997	12
		Fallon	01Oct1997	23
			Member FY total:	35

Officer Squadron Recall

VFA-203

Name and Rank	Home Address	Civilian Work Info
Alberta Mike O1, ENS	45 Goshha Way Atlanta GA 33232- (212) 345-3787	Company Name: Sears 88 Waycross St GA Atlanta 23232- (212) 343-4389
Andrew Rob CWO4	112 Hopwell Ave Atlanta GA 22322- (212) 234-4308	Company Name: Home Depot 344 Highway Blvd GA Atlanta 33223- (212) 345-2562
Circus Sam O5, CDR	889 Ears St Covington GA 23232- (212) 987-4494	Company Name: VFA-203 GA Atlanta
Cosner Tom CWO5	3433 S. 34rd St Highland GA 23232- (211) 323-4533	Company Name: VFA-203 GA Atlanta

Officer Billet Assignment Report

VFA-203

Last Name	*First Name*	*Rank*	*Billet Name*	*Billet Type*	*School 1*	*Date Comp*	*School 2*	*Date Comp*
Andrew	*Rob*	*CWO4*						
			Cargo Officer	Primary	Basic Cargo handl	01May1995	Advanced Cargo h	
Patrou	*Bruce*	*O3, LT*						
			XO	Primary				
			Flight Schedule	Primary	Pilot Requirement	01Jan1990	SOP review	
Vena	*Pete*	*O4, LCDR*						
			Flight Schedule	Primary	Pilot Requirement		SOP review	

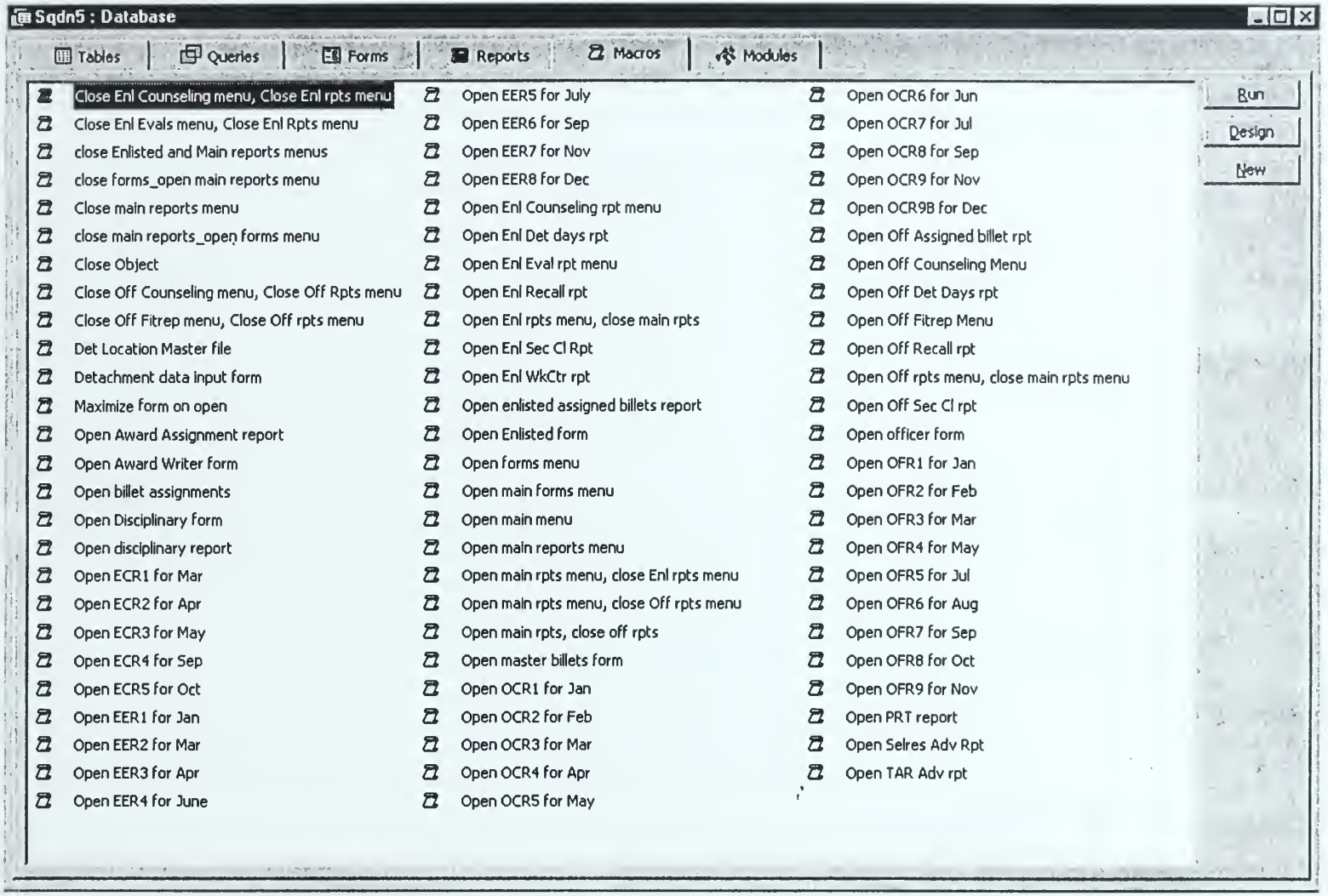
VFA-203

Officer Security Clearance Report

LastName	*FirstName*	*Clearance*	*Clearance Date*	*Rank*	*SSN*
Andrew	Rob	Secret	01May1995	CWO4	000-00-0024
Patrou	Bruce	Secret	12Nov1994	O3, LT	000-00-0020
Penrose	Craig	Top Secret	12Mar1995	CWO1	000-00-0023
Velvet	Lorena	Secret	01Nov1994	O2, LTJG	000-00-0021
Vena	Pete	Top Secret	30May1996	O4, LCDR	000-00-0025

APPENDIX F. APPLICATION MACROS

This Appendix lists all 77 macros used for menu navigation and table manipulation. The reports are generated in Access 97.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Tables
Queries
Forms
Reports
Macros
Modules
Run
Design
New
Close Enl Counseling menu, Close Enl rpts menu
Close Enl Evals menu, Close Enl Rpts menu
close Enlisted and Main reports menus
close forms_open main reports menu
Close main reports menu
close main reports_open forms menu
Close Object
Close Off Counseling menu, Close Off Rpts menu
Close Off Fitrep menu, Close Off rpts menu
Det Location Master file
Detachment data input form
Maximize form on open
Open Award Assignment report
Open Award Writer form
Open billet assignments
Open Disciplinary form
Open disciplinary report
Open ECR1 for Mar
Open ECR2 for Apr
Open ECR3 for May
Open ECR4 for Sep
Open ECR5 for Oct
Open EER1 for Jan
Open EER2 for Mar
Open EER3 for Apr
Open EER4 for June
Open EER5 for July
Open EER6 for Sep
Open EER7 for Nov
Open EER8 for Dec
Open Enl Counseling rpt menu
Open Enl Det days rpt
Open Enl Eval rpt menu
Open Enl Recall rpt
Open Enl rpts menu, close main rpts
Open Enl Sec Cl Rpt
Open Enl WkCtr rpt
Open enlisted assigned billets report
Open Enlisted form
Open forms menu
Open main forms menu
Open main menu
Open main reports menu
Open main rpts menu, close Enl rpts menu
Open main rpts menu, close Off rpts menu
Open main rpts, close off rpts
Open master billets form
Open OCR1 for Jan
Open OCR2 for Feb
Open OCR3 for Mar
Open OCR4 for Apr
Open OCR5 for May
Open OCR6 for Jun
Open OCR7 for Jul
Open OCR8 for Sep
Open OCR9 for Nov
Open OCR9B for Dec
Open Off Assigned billet rpt
Open Off Counseling Menu
Open Off Det Days rpt
Open Off Fitrep Menu
Open Off Recall rpt
Open Off rpts menu, close main rpts menu
Open Off Sec Cl rpt
Open officer form
Open OFR1 for Jan
Open OFR2 for Feb
Open OFR3 for Mar
Open OFR4 for May
Open OFR5 for Jul
Open OFR6 for Aug
Open OFR7 for Sep
Open OFR8 for Oct
Open OFR9 for Nov
Open PRT report
Open Selres Adv Rpt
Open TAR Adv rpt

APPENDIX G. APPLICATION MENUS

The Menu screens that were designed for this application are shown in this Appendix. The order of the forms shown is:

- Main Menu
- Forms Menu
- Main Reports Menu
    - Officer Reports Menu
        - Counseling Menu
        - Fitness Reports Menu
    - Enlisted Reports Menu
        - Counseling Menu
        - Evaluation Reports Menu

VFA-203

Blue Dolphins

Welcome to the Blue Dolphin's Personnel Database System

Main Menu

Forms Menu Reports Menu EXIT

This Prototype was the Thesis Project of CDR Bruce Patrou, Naval Postgraduate School, Information Technology Mgt

VFA-203 Blue Dolphins

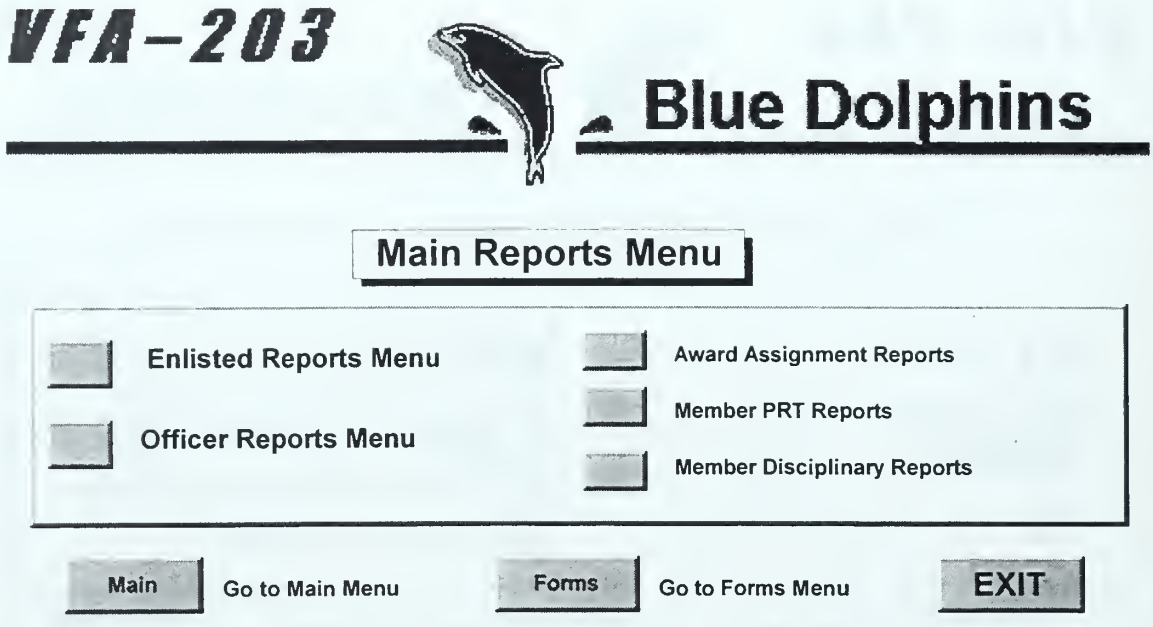
Forms Menu

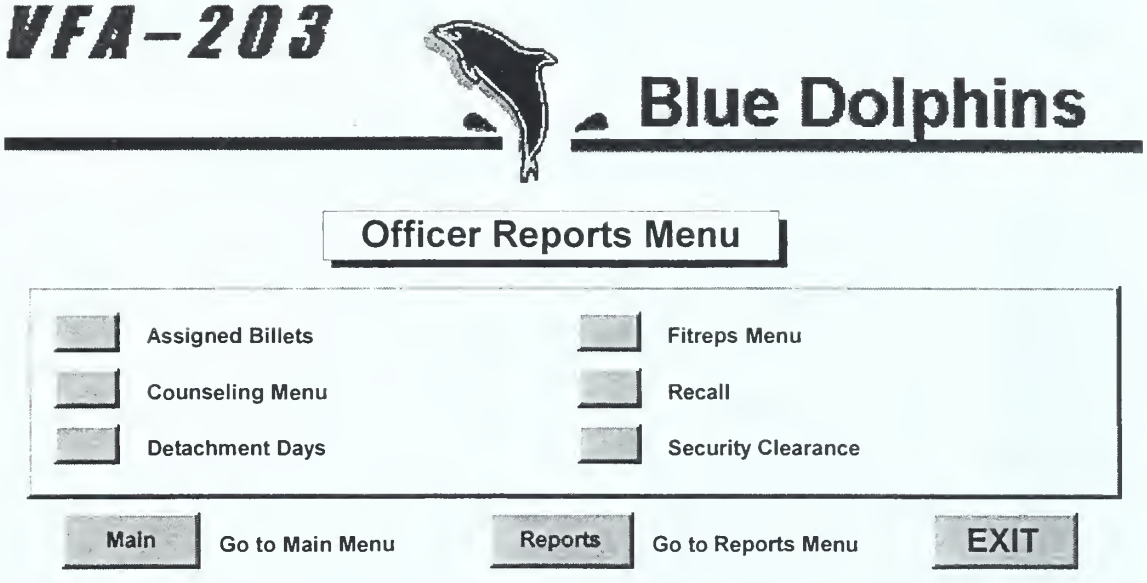
- Update Enlisted Information
- Update Officer Information
- Update Assigned Awards
- Update Detachment Site List
- Update Member Billet Assignments
- Update Member Detachment Info
- Update Member Disciplinary Actions
- Update Master Billet List

Main — Go to Main Menu

Reports — Go to Reports Menu

EXIT


VFA-203
Blue Dolphins
Main Reports Menu
Enlisted Reports Menu
Officer Reports Menu
Award Assignment Reports
Member PRT Reports
Member Disciplinary Reports
Main
Go to Main Menu
Forms
Go to Forms Menu
EXIT


VFA-203
Blue Dolphins
Officer Reports Menu
Assigned Billets
Counseling Menu
Detachment Days
Fitreps Menu
Recall
Security Clearance
Main
Go to Main Menu
Reports
Go to Reports Menu
EXIT

VFA-203 Blue Dolphins

Officer Fitrep Counseling Reports Menu

- O6 Counseling due in Jan
- TAR O5, RegNavy O1/O5 Counseling due in Feb
- TAR, Selres O4 and Selres O5 Counseling due in Mar
- TAR, Selres O3 and RegNavy O4 Counseling due in Apr
- RegNavy O2 Counseling due in May
- TAR, Selres O1/O2 and all CWO 1/2 Counseling for June
- RegNavy O3 Counseling for July
- All CWO 3/4 Counseling for Sep
- RegNavy O2 Counseling for Nov
- TAR, Selres O1/O2 and all CWO 1/2 Counseling for Dec

Off Rpts — Go to Off Rpts Menu

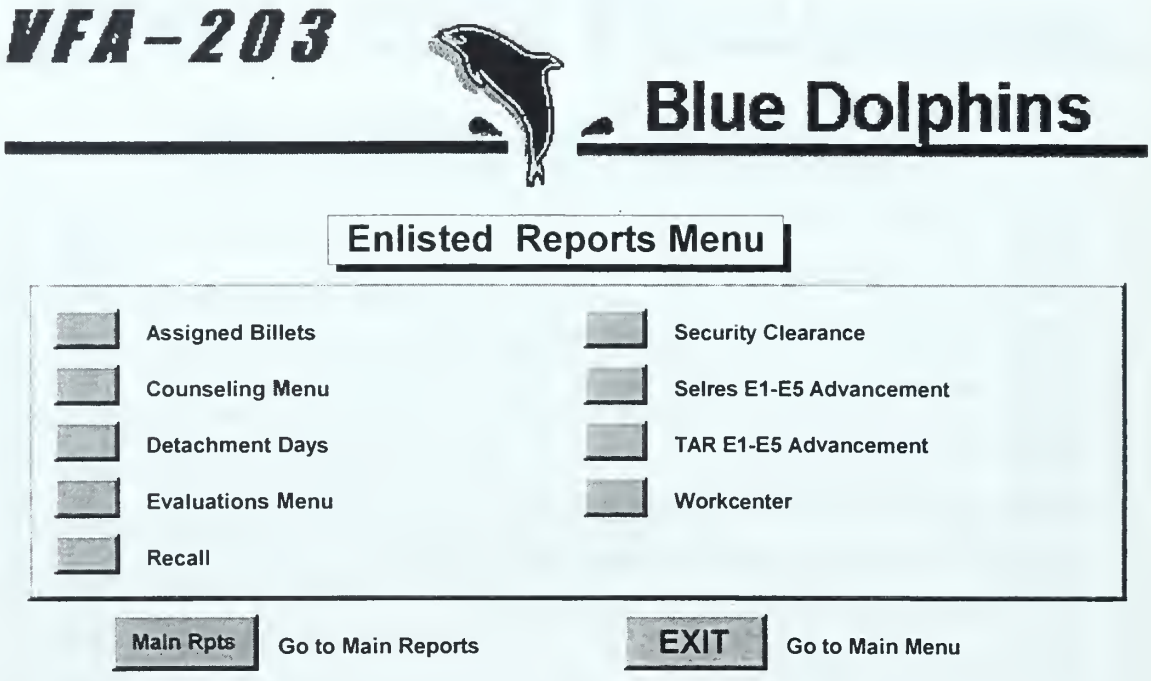
EXIT — Go to Main Menu

Officer Fitrep Reports Menu

- RegNavy O3 Fitreps due in Jan
- RegNavy O2 Fitreps due in Feb
- TAR, Selres O2 and all CWO 1/2/3/4 Fitreps due in Mar
- RegNavy O1 Fitreps due in May
- All O6 Fitreps due in July
- RegNavy O2/O5 and TAR O5 fitreps due in Aug
- CWO 1/2, TAR O1/O4, Selres O1/O4/O5 Fitreps due in Sep
- TAR, Selres O3 and RegNavy O4 Fitreps due in Oct
- RegNavy O1 Fitreps due in Nov

Off Rpts — Go to Off Rpts Menu

EXIT — Go to Main Menu


VFA-203
Blue Dolphins
Enlisted Reports Menu
Assigned Billets
Counseling Menu
Detachment Days
Evaluations Menu
Recall
Security Clearance
Selres E1-E5 Advancement
TAR E1-E5 Advancement
Workcenter
Main Rpts
Go to Main Reports
EXIT
Go to Main Menu

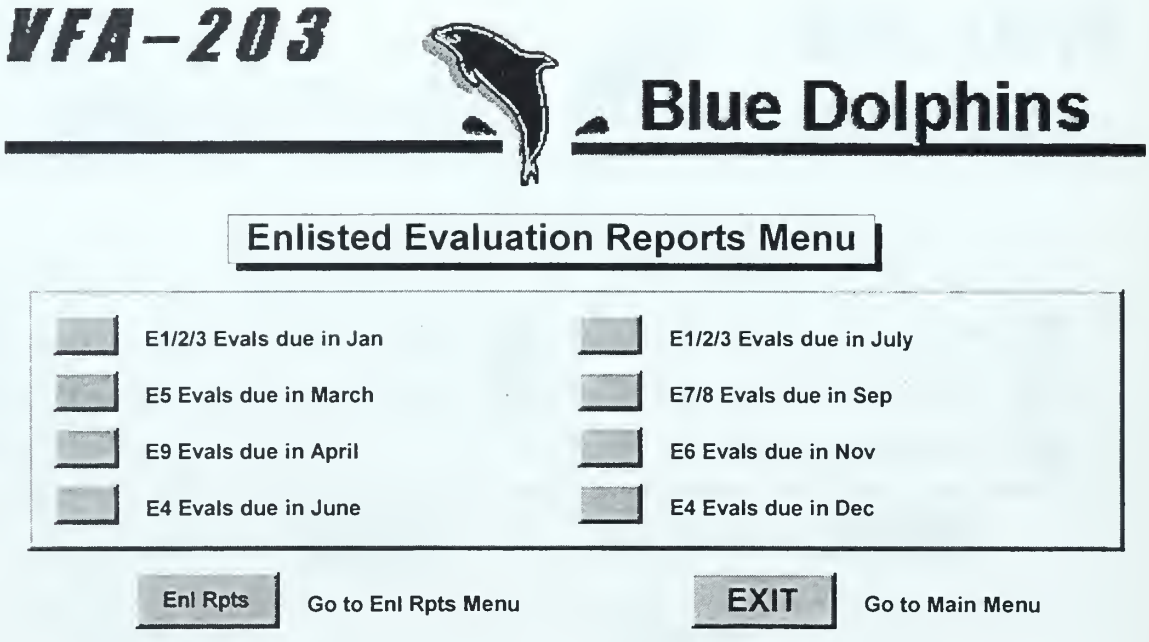
VFA-203 Blue Dolphins

Enlisted Counseling Reports Menu

- E4/7/8 Eval Counseling for Mar
- E1/2/3 Eval Counseling for Apr
- E6 Eval Counseling for May
- E4/5 Eval Counseling for Sep
- E1/2/3/9 Eval Counseling for Oct

Enl Rpts — Go to Enl Rpts Menu

EXIT — Go to Main Menu


VFA-203
Blue Dolphins
Enlisted Evaluation Reports Menu
E1/2/3 Evals due in Jan
E5 Evals due in March
E9 Evals due in April
E4 Evals due in June
E1/2/3 Evals due in July
E7/8 Evals due in Sep
E6 Evals due in Nov
E4 Evals due in Dec
Enl Rpts
Go to Enl Rpts Menu
EXIT
Go to Main Menu

APPENDIX H. APPLICATION OPERATION

This Appendix will discuss how to install and use the database application. This application can only be loaded to a PC which contains a valid copy of Access 97. The application file name is "sqdn6". The three letter extension for Access is ".mdb". The application size is 5.2 MB, which can be copied as a single file to the Windows 95 directory to the hard drive of the users choice, C:\database\sqdn6 is recommended. After sqdn6.mdb is installed to the user's hard drive, a shortcut can be made to the desktop for easy access to the application. To do this, select sqdn6 from windows explorer and right mouse click, then select send to desktop as shortcut. Now the user can double click on the database icon and the main menu screen will appear. The user is free to navigate as needed to update, insert, delete, print and view records and reports.

Other users on the network will need to map the hard drive that contains the database file to their machine to access as a shared file. It is important to note, that only one user can update a table at a time, all others will receive a "database locked" dialog box if attempting the same operation. The primary users in the administrative department should also create a tape or disk backup of the database at least weekly. This backup will pay for itself in time lost trying to start all inputs over, in the event the database file is corrupted or damaged.

Data validation is built into all forms to restrict users from inputing invalid data. All dates use the identical format, such as 12Dec1998. All other fields are self explanatory after a little use. Another important note when entering data is to always

populate the key or index to the data first (in most cases the member's SSN). See the table descriptions for a list of each table's key.

For more detailed explanation of Access 97, the user can see any number of books on the topic found at the local book store. Access help files are also a very good source of information. Good luck.

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